Florida Courts E-Filing Portal

Self-Represented Litigant E-Filer Manual

Prepared by: Florida Court Clerks & Comptrollers
9/18/2015

Table of Contents

Introduction 4
Video Tutorials 4
E-Filing Instructional Videos - WebEx 4
Suggested E-Filing How-To's 4
Clerk E-Filing Videos 4
Videos for the Self-Represented Litigant 5
Training Manuals & Materials 5
Materials 5
Manuals 5
Account Registration 6
Create an Account 6
Email Notifications 9
Portal Navigation 12
Administrative Links 13
Account Menu 14
Filing Options / Links 21
Submitting a Filing 28
Filing to Create a New Case 28
Filing to a Case that Already Exists with the Clerk 28
Process 28
Case Information – Trial Court 28
Case Information – Appellate Court 30
Case Parties 32
Documents – Trial Court 33
Documents – Appellate Court 39
Service List 40
Fees and Payments 41
Review and Submit – Trial Court 43
Review and Submit – Appellate Court 45
Filing to an Existing Case from the My Cases Page 47
New Case 49
Filing to Create a New Case 49
Process 49
Adding Case Information – Trial Court 50

Case Information – Appellate Court 54
Adding / Editing Party Information – Trial Court 56
Adding / Editing Party Information – Appellate Court 59
Adding Documents – Trial Court 62
ServiceList 68
Fees and Payments – Trial Court 74
Review and Submit – Trial Court 76
Review and Submit – Appellate Court 77
Clerk Review 81
Notifications 82
Working Filings in the Pending Queue 85
Portal Time Stamp 86
E-service Page 88
Review and Submit 89
Filed For Judicial Review 90
Open Multiple Portal Sessions 90
Documents Filed Through the Portal 91
Electronic Submission of Documents Outside the Portal 92
Original Documents 92

Introduction

The purpose of this user manual is to provide you, the E-Filer, with information necessary to electronically file court case documents via the Florida Courts E-Filing Portal – commonly referred to as the "Portal". This User Manual will step you through the process of registering as a new E-Filer, managing your User Account, filing documents through the Portal, generating reports and making payments for filings submitted via the Portal.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

Video Tutorials

WebEx video tutorials are available on the Florida Courts E-Filing Portal website (https://www.myflcourtaccess.com/authority/trainingvideos.html) covering all common E-Filing tasks. These videos may be used in conjunction with this manual for maximizing E-Filing orientation and education. Although initially created for the Attorney filer, the videos will also explain the various processes for the Self-Represented Litigant as well.

E-Filing Instructional Videos - WebEx

- Welcome to the Florida Courts E-Filing Portal - 8 mins (3/17/14)
- Florida Courts E-Filing Portal Documentation - 4 mins (3/17/14)
- Register for a Portal Account - 7 mins (3/7/14)
- My Profile in the Portal - 5 mins (3/7/14)
- My Filings in the Portal - 5 mins (3/7/14)
- Accessing My Cases in the Portal - 5 mins (3/14/14)
- E-Filing Map - 4 mins (3/17/14)
- E-Filing to a New Case
- E-Filing to an Existing Case - 5 mins (3/14/14)
- Payment Options and Fee Waivers - 4 mins (3/14/14)
- File to the Florida Supreme Court - 11 mins (3/17/14)
- File to the 2nd DCA - 9 mins (3/17/14)
- Creating the E-Service List - 8 mins (3/17/14)
- E-Filing and the Pending Queue - 9 mins (3/17/14)

Suggested E-Filing How-To's

- Document Generation and Uploading Documents to e-Portal - 8 mins (3/14/14)
- The Email Log - 3 mins (3/14/14)
- Portal News and Information 3 mins (3/14/14)
- Law Firm Account Administration
- Law Firm Admin – Disassociating e-Portal User from the Law Firm
- Existing Case Number Not Found
- Forgot Password

Clerk E-Filing Videos

- The Clerk as a Filer - 7 mins (3/17/14)
- The Clerk Filing a Notice of Appeal - 9 mins (3/17/14)

Videos for the Self-Represented Litigant

- Florida Courts E-Filing Portal - Getting Started for the Self-Represented Litigant - 14 mins (8/25/14)
- Florida Courts E-filing Portal - Existing Case - 13 mins (6/27/14)
- Florida Courts E-Filing Portal – Filing a New Case - 15 mins (6/27/14)

Training Manuals & Materials

Also available on the Florida Courts E-Filing Portal webpage are Training Materials and Manuals.

Materials

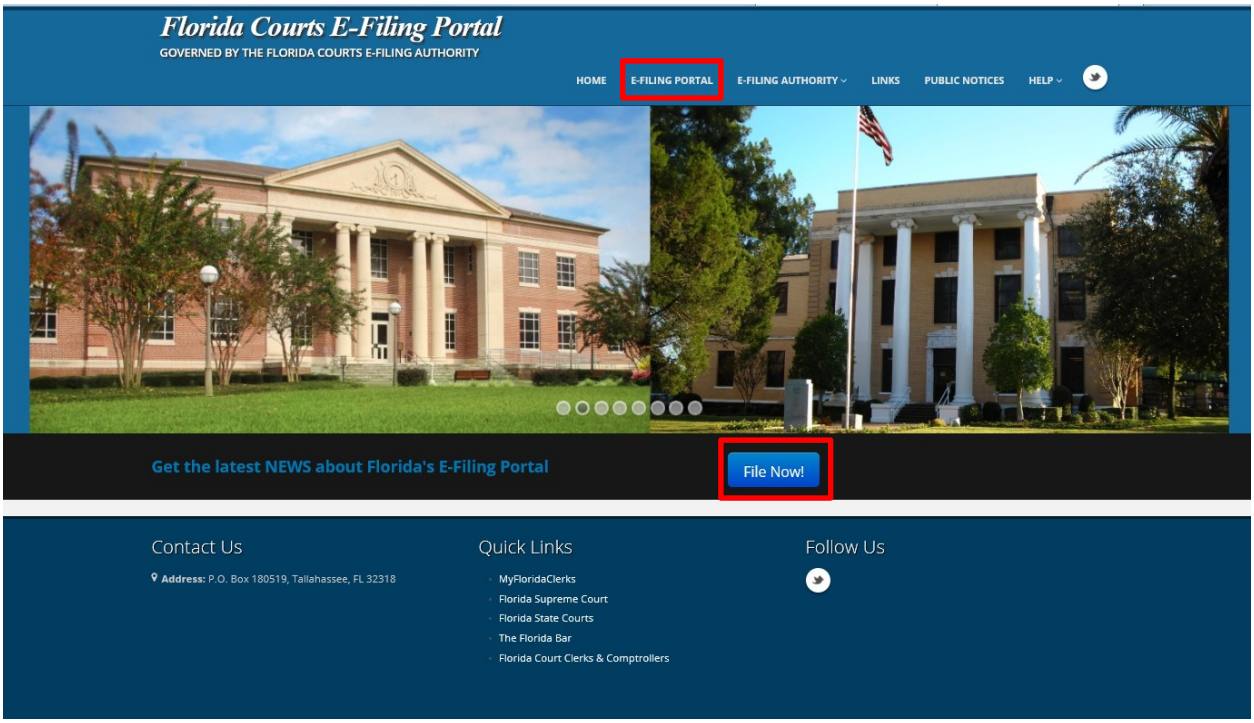
- E-Filing How To Handout
- E-Service/E-Filing Powerpoint (Flabar.org)
- Florida Bar letter to Clerks for pro hac vice process
- Florida Bar Process for Filing Pro Hac Vice (Flabar.org)
- Clerk Tasks to Complete Criminal E-filing Interface
- November Conference E-Filing powerpoint
- E-Service FAQs
- Quick Reference Guide to Appellate Drop-Down Options
- Florida Courts E-Filing Authority Public Records Requests Policy - 10/2014

Manuals

- E-Filing Portal Standardization Project - May 7, 2015
- e-Portal Document Submission Standards
- Portal Administrator User Manual -April 2015
- E-Filing User Manual (includes information for appellate e-filing) -revised April 2015
- Document Binary File Name Standards
- AOSC 09-30 Electronic Filing Specifications
- Florida Supreme Court Standards for Electronic Access to Florida's Courts v. 14 - adopted May 2014
- E-Service User Guide -updated July 2014
- E-Portal/Electronic Service List Web-Service Operations User Guide
- Replacing Attorneys on E-Service Lists
- Self-Represented Litigant E-Filer Manual - April 2015
- Clerk Filer Manual - April 2015

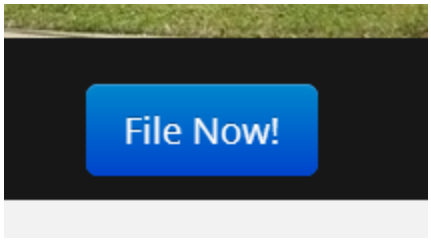
Account Registration

Prior to utilizing the Florida Courts E-Filing Portal E-Filers must create an account. E-Filers can access the Portal's log in page, by typing the following URL into their web browser: www.myflcourtaccess.com. By selecting E-Filing Portal from the Menu Bar or the File Now! Button, E-Filers will be directed to the Florida Courts E-Filing Portal Welcome page.

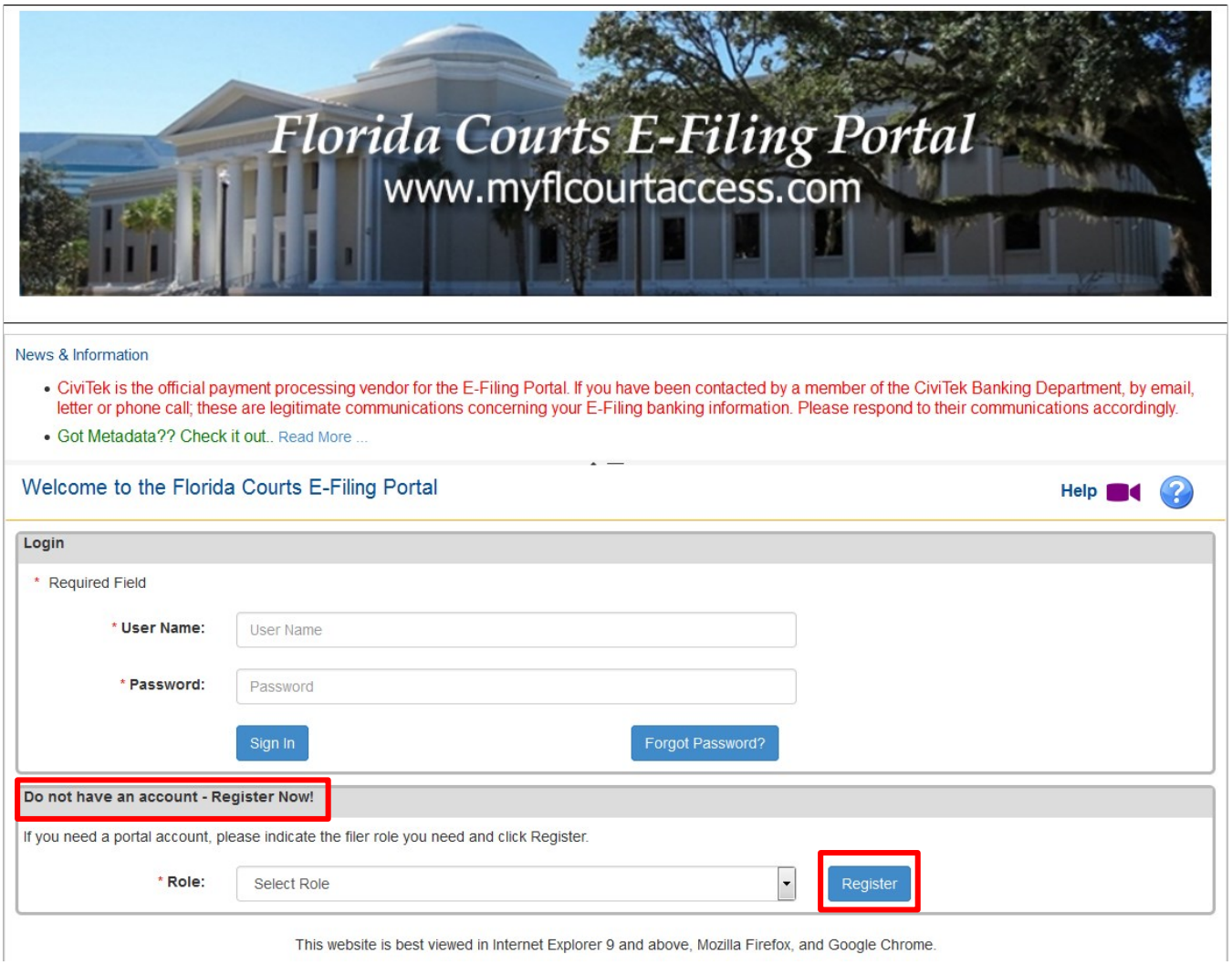


Create an Account

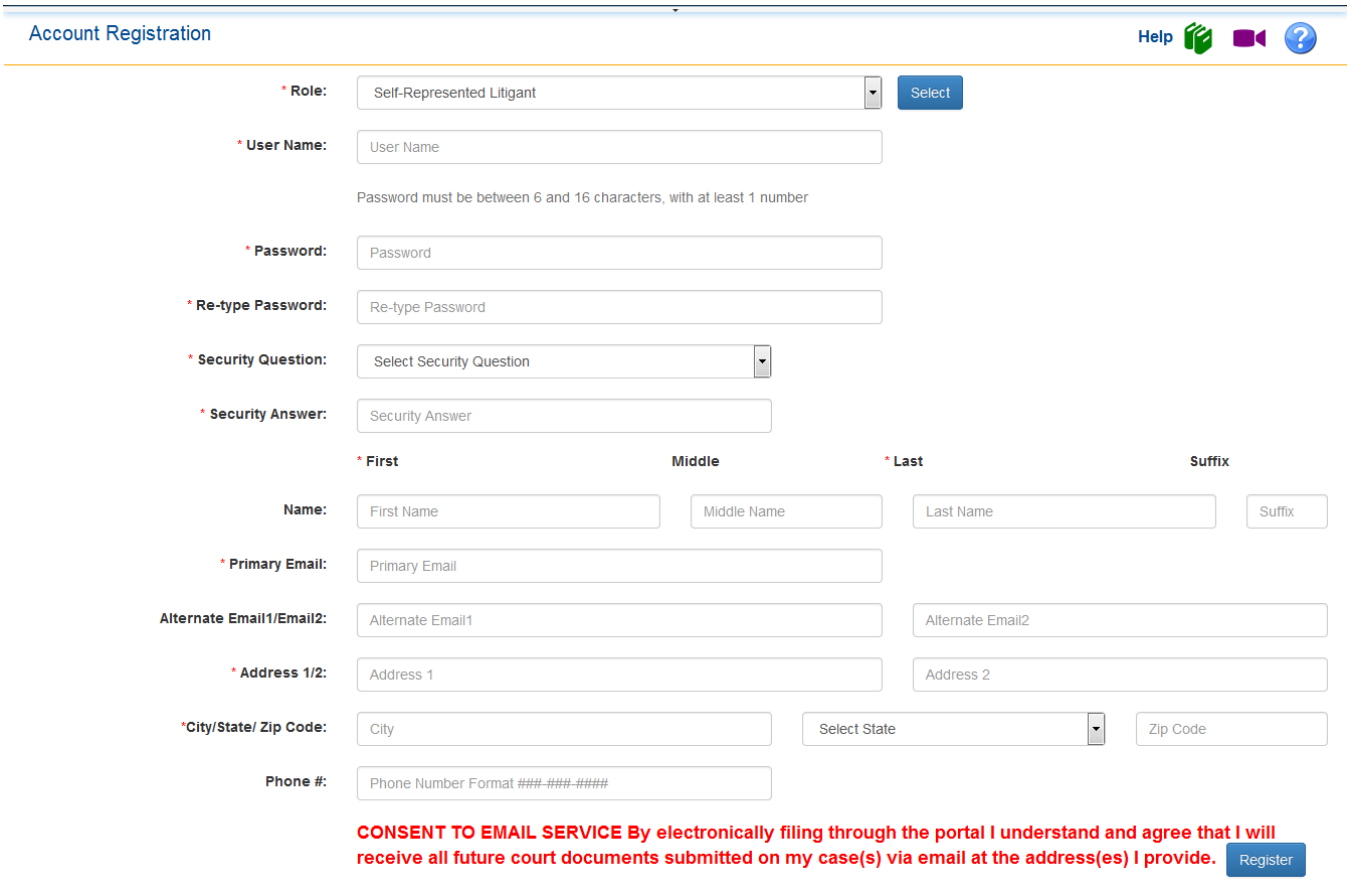
To begin the account creation process, click on **File Now!**



That will take you to the Welcome Page to the Florida Courts E-Filing Portal. Select the filer Role of Self-Represented Litigant from the drop down and then click on the 'Register' button.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
• CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly.
• Got Metadata?? Check it out.. Read More ...
Welcome to the Florida Courts E-Filing Portal
Help
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

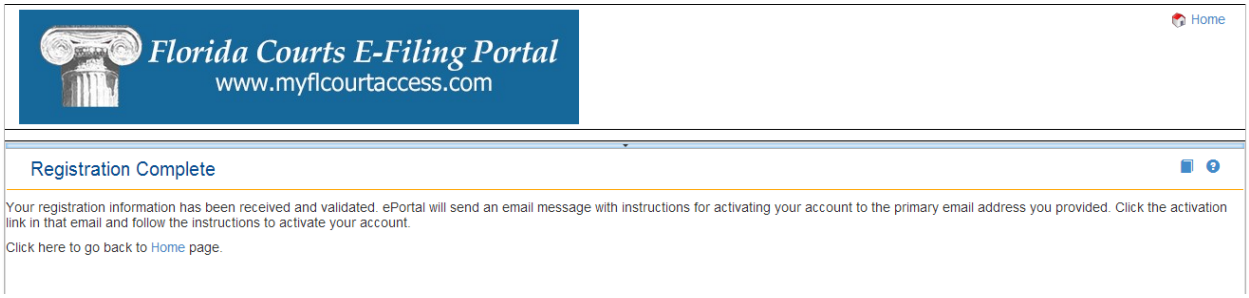
E-Filers will be prompted to complete all available fields on the page. Required fields are indicated with a red asterisk (*).



1. E-Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password appear above the password field.
2. Filers are required to select a security question from the drop down menu and provide an answer to it.
3. Filers are required, at a minimum, to enter their first and last name along with a primary email address. All notifications to the filer are sent via email. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.
4. Click on **Register** once all information is entered.

PLEASE NOTE: By filing electronically through the Portal, you are agreeing to receive service via the Notification of Electronic Filing [NEF] of all future court documents electronically filed to your case.

Upon successful registration E-Filers will be taken to the **Registration Complete** page.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
Home
Registration Complete
Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.
Click here to go back to Home page.

Email Notifications:

E-Filers will receive two (2) separate email notifications.

1. The first email notification provides the E-Filer with confirmation that the registration process was successful and provides the E-Filer with profile information entered during the registration process.
   If the registration requires review by Portal Support before approval the e-mail notification will indicate that the registration is pending approval. Once approved by Portal Support the E-Filer will receive the emails regarding approval and activation.

Registration Information For the Florida Courts eFiling Portal Received

noreplyqa@myflcourtaccess.com

Sent: Wed 3/11/2015 2:58 PM
To: cweber@flclerks.com

Dear Marilyn Monroe :

This email is sent to each of your email addresses as a result of your registration for electronic filing with Florida Courts E-Filing Portal on 03/11/2015 06:57:56 PM. Verify that your email addresses have been entered correctly by confirming that this email has been delivered to each email address. Ensure that @myflcourtaccess.com email is not sent to spam or placed in your junk folder by adding it to the approved sender list.

Complete your registration
You will receive a follow-up email that contains a link to activate your account. You will need to know the answer to your security question to activate your account. You will receive the account activation email to all email addresses you included, but you only have to activate your account one time and it does not matter which activation email you use.

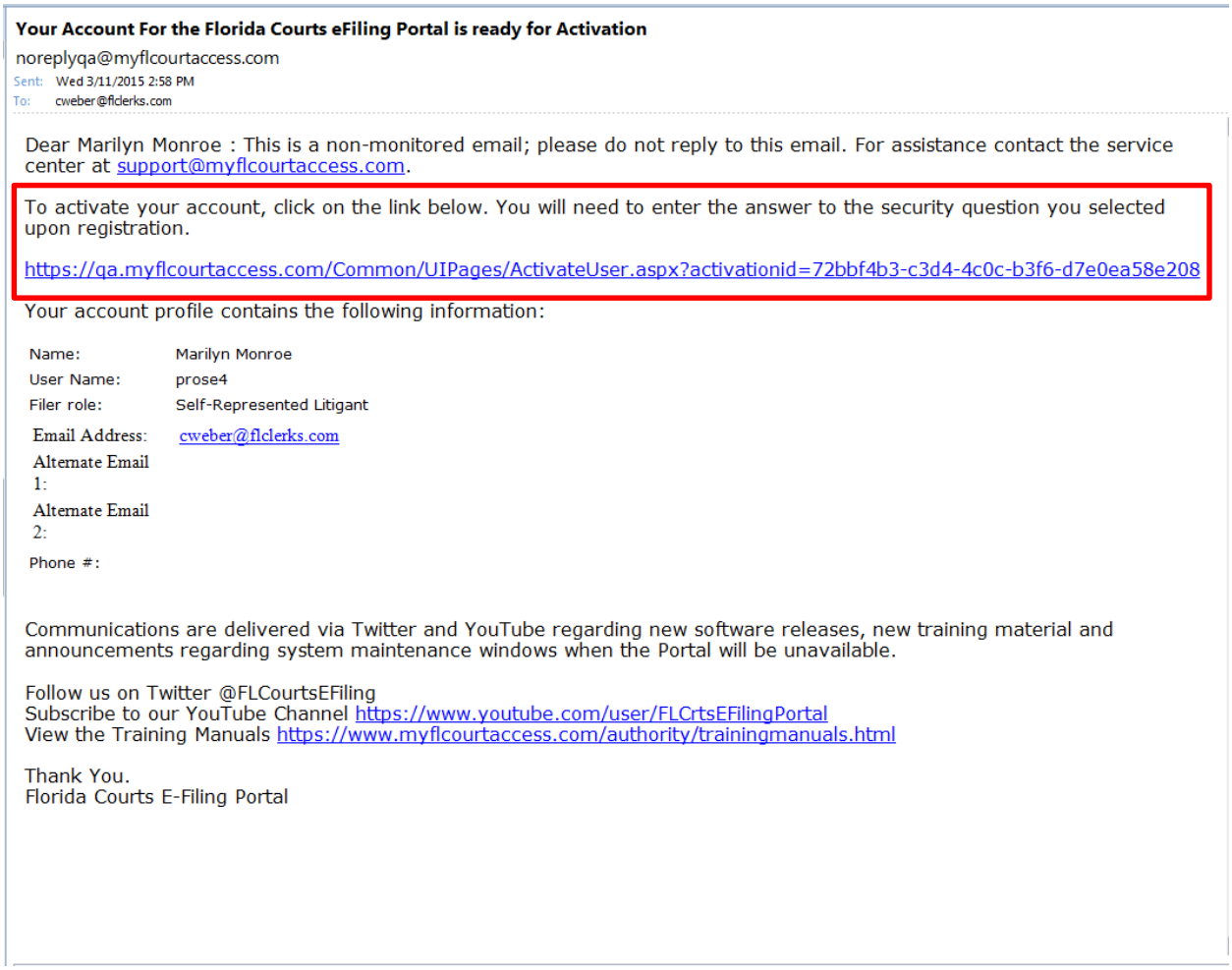
Your account profile contains the following information:

Name:	Marilyn Monroe
User Name:	prose4
Filer role:	Self-Represented Litigant
Email Address:	cweber@flclerks.com
Alternate Email 1:	
Alternate Email 2:	
Phone #:	

Communications are delivered via Twitter and YouTube regarding new software releases, new training material and announcements regarding system maintenance windows when the Portal will be unavailable.

Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal
View the Training Manuals https://www.myflcourtaccess.com/authority/trainingmanuals.html
Do not reply to this email; for assistance, please contact the service center at mailto:support@myflcourtaccess.com
Thank you.

2. The second email notification provides the E-Filer with an activation link which the E-Filer must click on to complete the registration process.



Your Account For the Florida Courts eFiling Portal is ready for Activation

noreplyqa@myflcourtaccess.com
Sent: Wed 3/11/2015 2:58 PM
To: cweber@flclerks.com

Dear Marilyn Monroe : This is a non-monitored email; please do not reply to this email. For assistance contact the service center at support@myflcourtaccess.com.

To activate your account, click on the link below. You will need to enter the answer to the security question you selected upon registration.

https://qa.myflcourtaccess.com/Common/UIPages/ActivateUser.aspx?activationid=72bbf4b3-c3d4-4c0c-b3f6-d7e0ea58e208

Your account profile contains the following information:

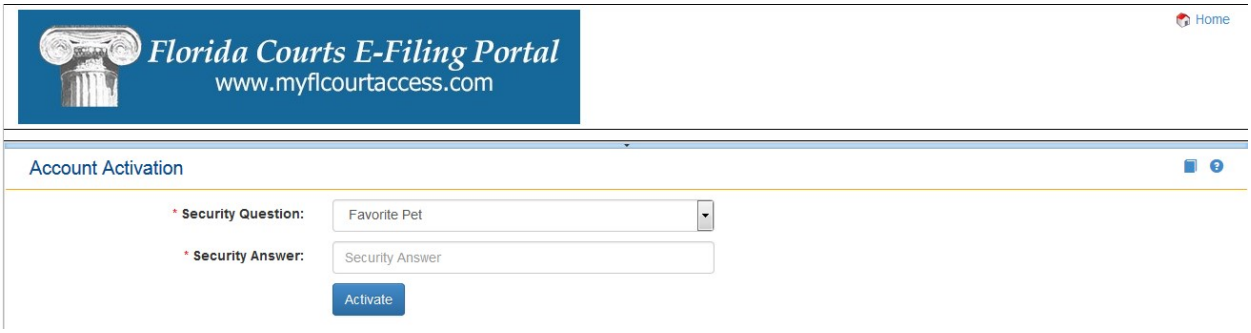
Name:	Marilyn Monroe
User Name:	prose4
Filer role:	Self-Represented Litigant
Email Address:	cweber@flclerks.com
Alternate Email 1:	
Alternate Email 2:	
Phone #:	

Communications are delivered via Twitter and YouTube regarding new software releases, new training material and announcements regarding system maintenance windows when the Portal will be unavailable.

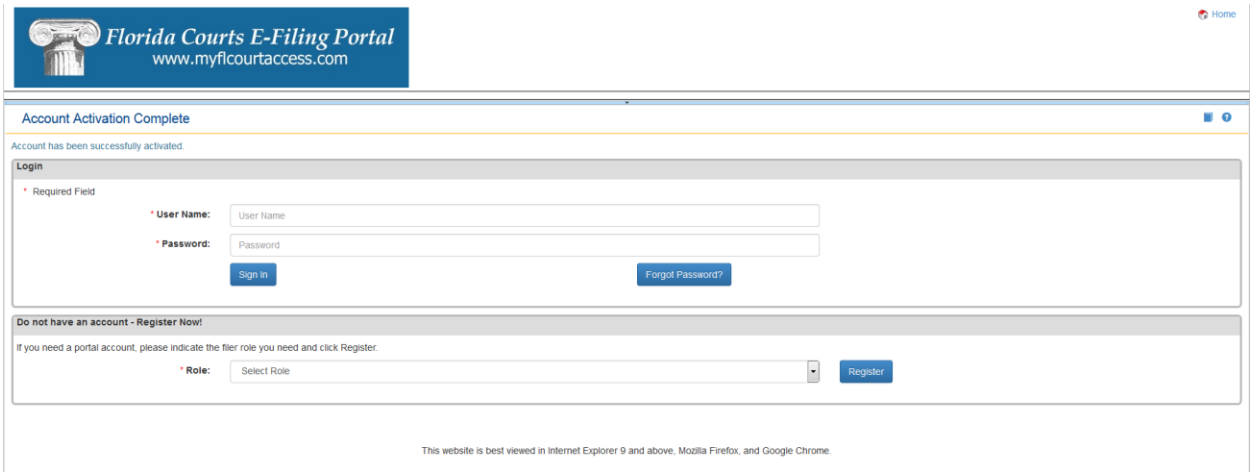
Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal
View the Training Manuals https://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank You.
Florida Courts E-Filing Portal

Clicking the link provided in the email takes the E-Filer to the **User Account Activation** page.



E-Filers must verify their identity by answering the Security Question shown in the drop down menu that they selected during the registration process. Then click Activate to complete this step.
The E-Filer is then notified that their account has been successfully activated.

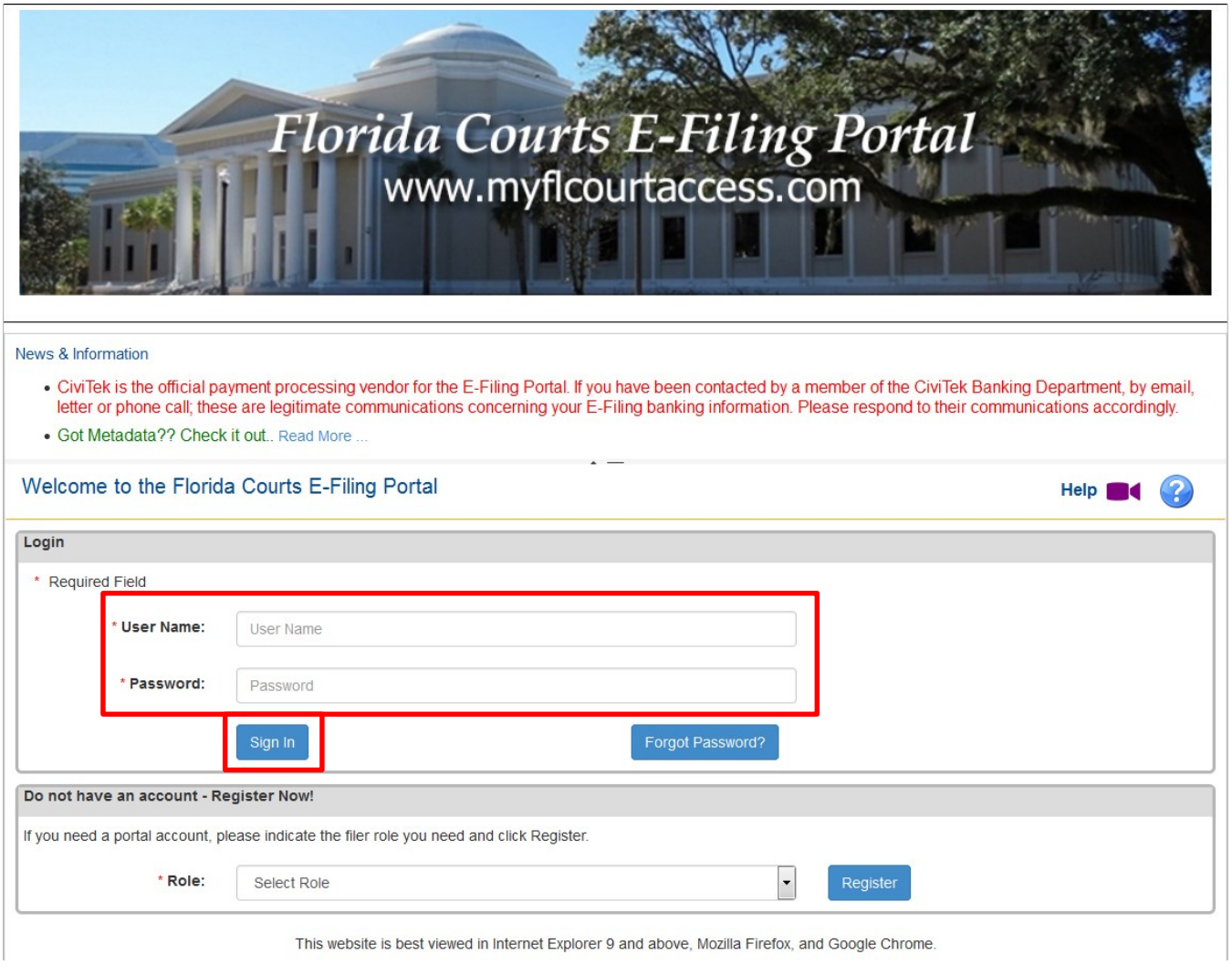


Type in the user name and password you selected and **Sign In**.

Portal Navigation

Once the account is activated, users can return to the Portal home / log-in page at www.myflcourtaccess.com.

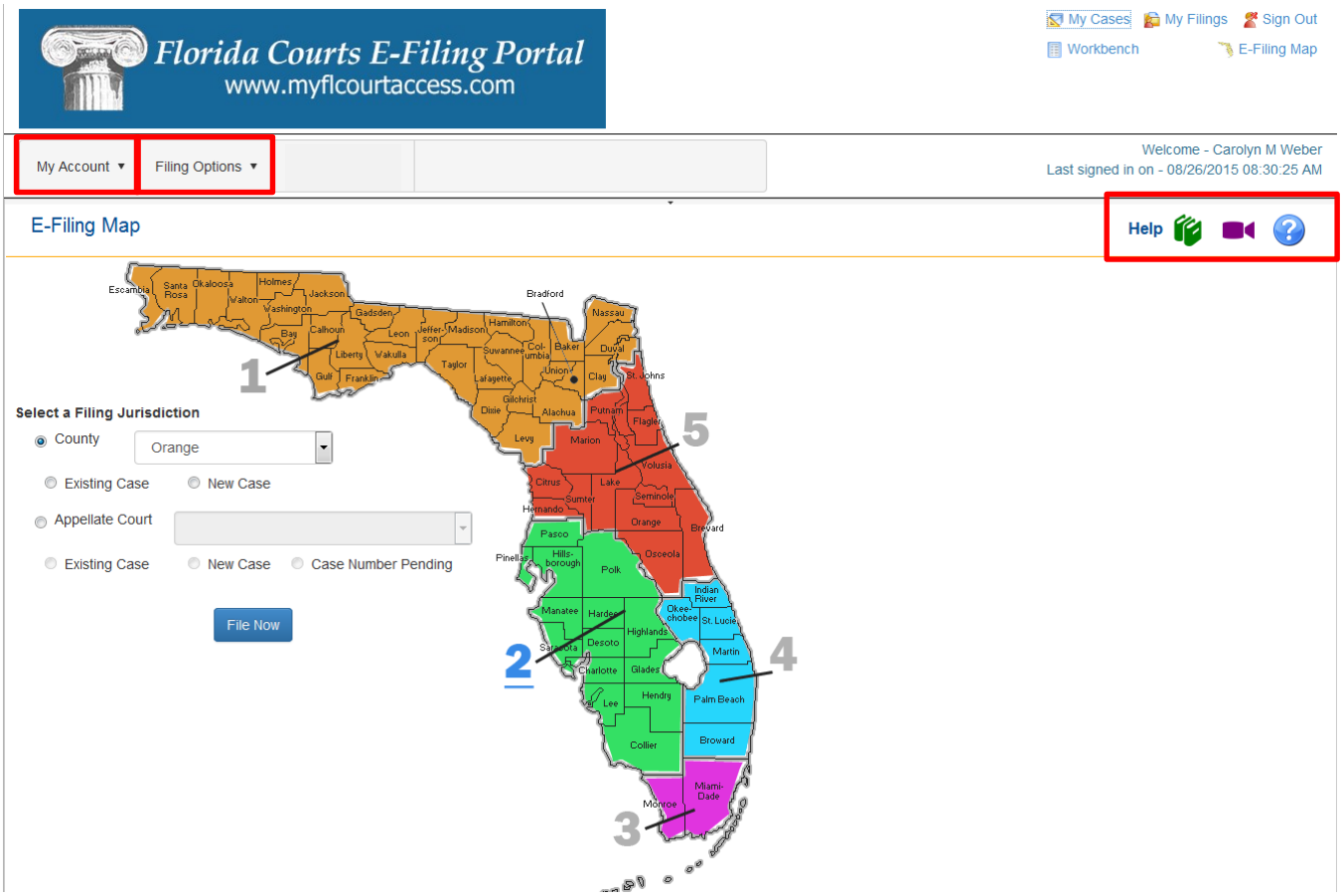
E-Filers will enter their **User Name** and **Password** and click **"Sign In**" to enter the portal.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly.
Got Metadata?? Check it out.. Read More ...
Welcome to the Florida Courts E-Filing Portal
Help
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Administrative Links

Once the E-Filer is logged in they are immediately taken to the **Main** page unless they have any Filing Alerts pending. Filing Alerts will be discussed further on in this Manual. The Main page presents E-Filers with two menus: (1) the **Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows E-Filers to make changes to their profile / account and submit filings.

Also located on this page are Help icons. The green book icon opens the User Manual, the purple camera opens a YouTube video which discusses the page you are currently on and the blue question mark opens up an FAQ document. These icons are found on every page in the Portal.



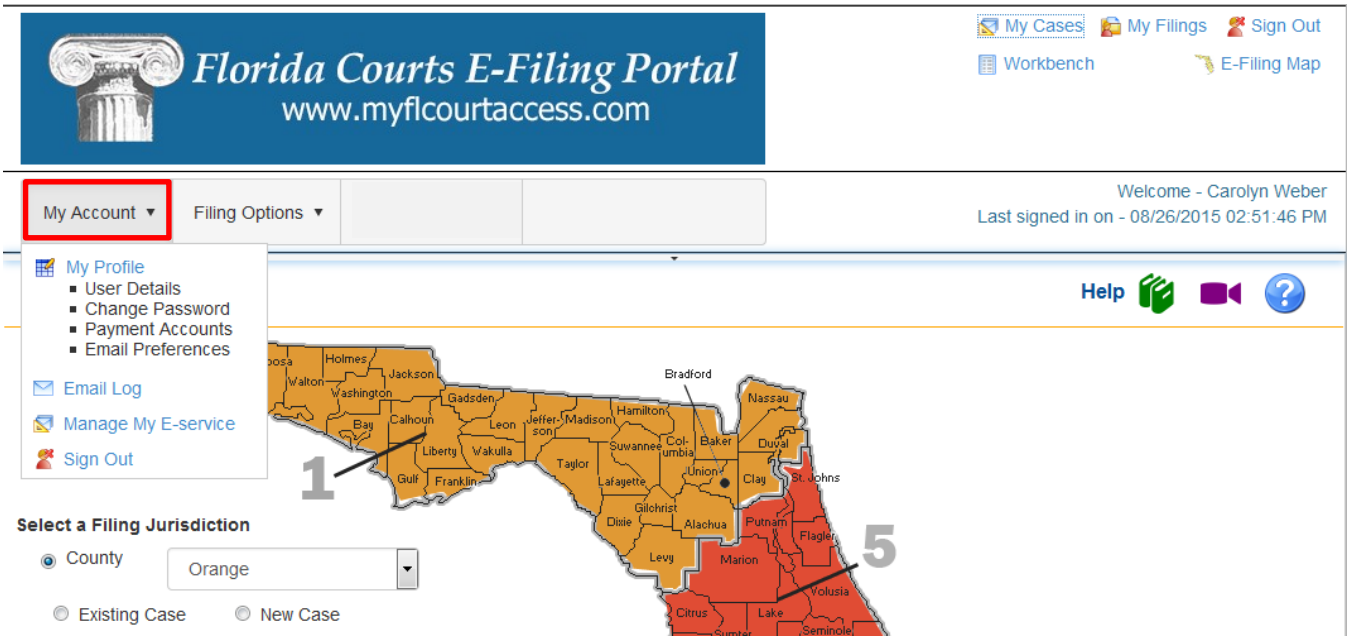
Account Menu

My Profile

Choosing **My Profile**, from the drop down provides filers with the ability to manage their account information.

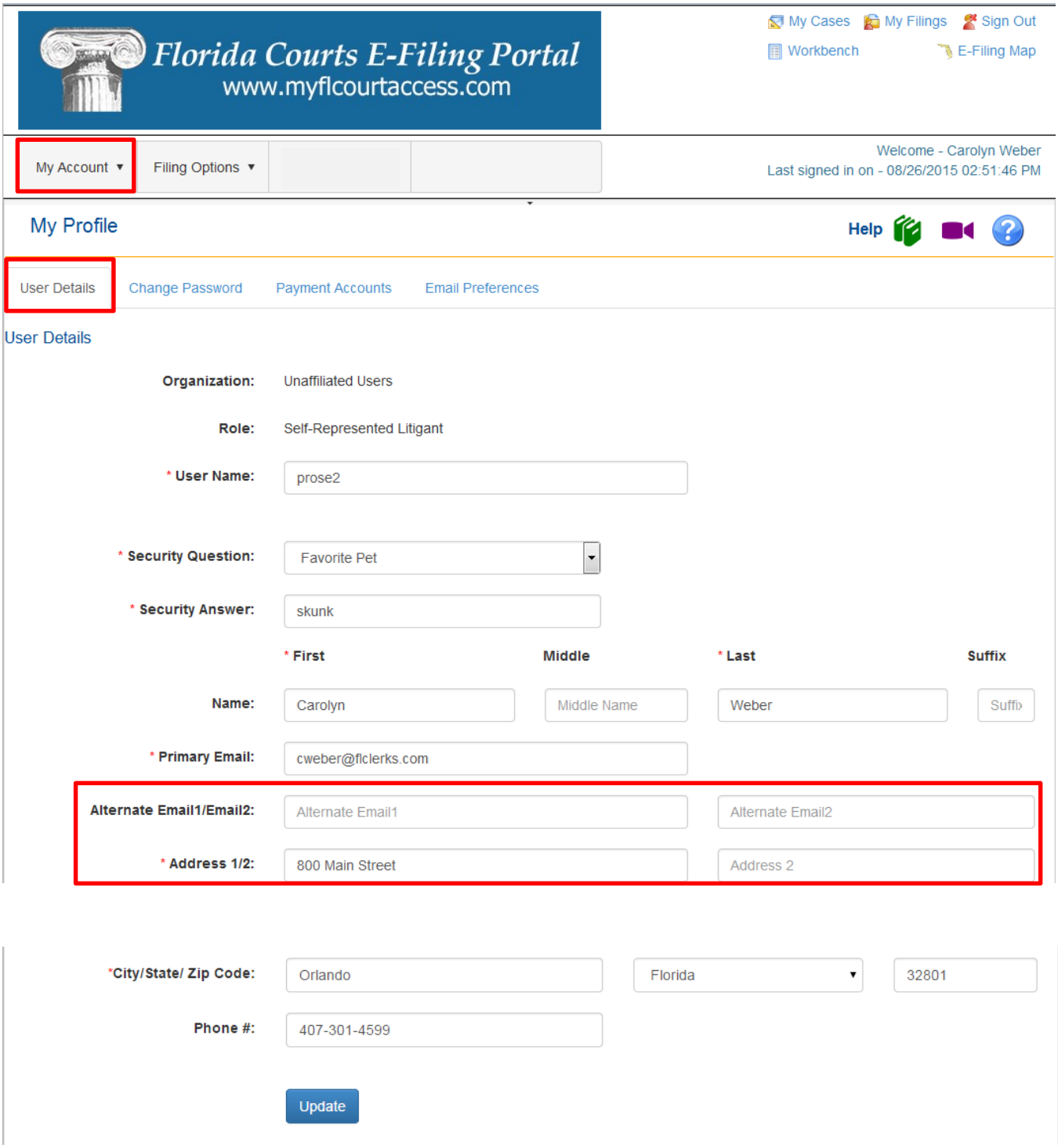
Available on the **My Profile** menu is:

User Details
Change Password
Payment Accounts
Email Preferences



User Details

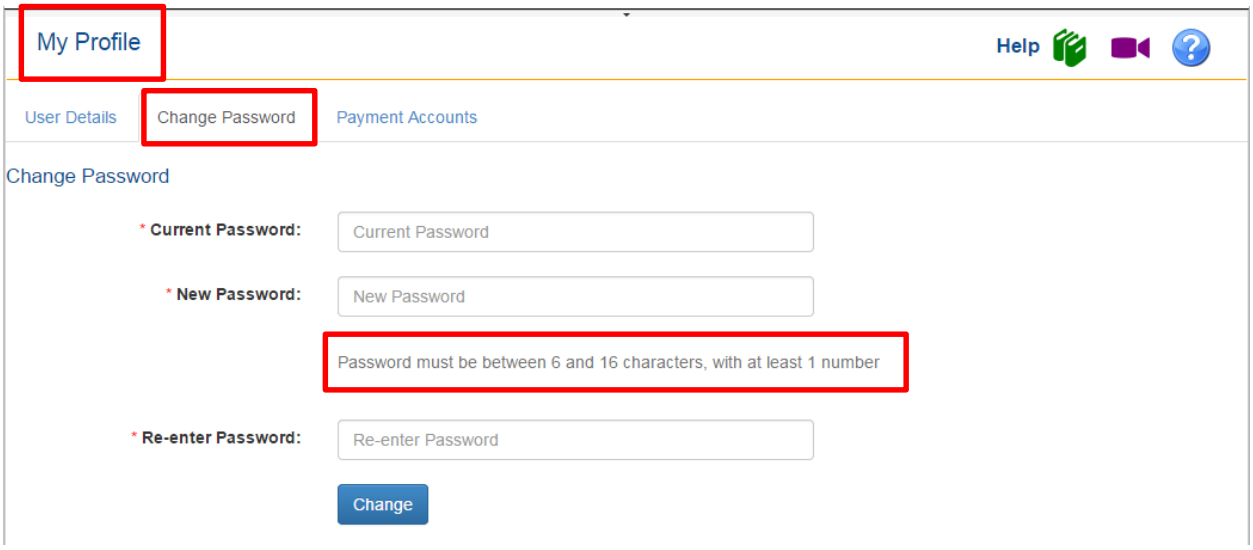
The User Details option provides E-Filers with the ability to update their profile information. E-Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.



The Portal allows for the E-Filer to enter up to three [3] Email Addresses. Electronic Notifications are sent to all email addresses on the account.

Change Password

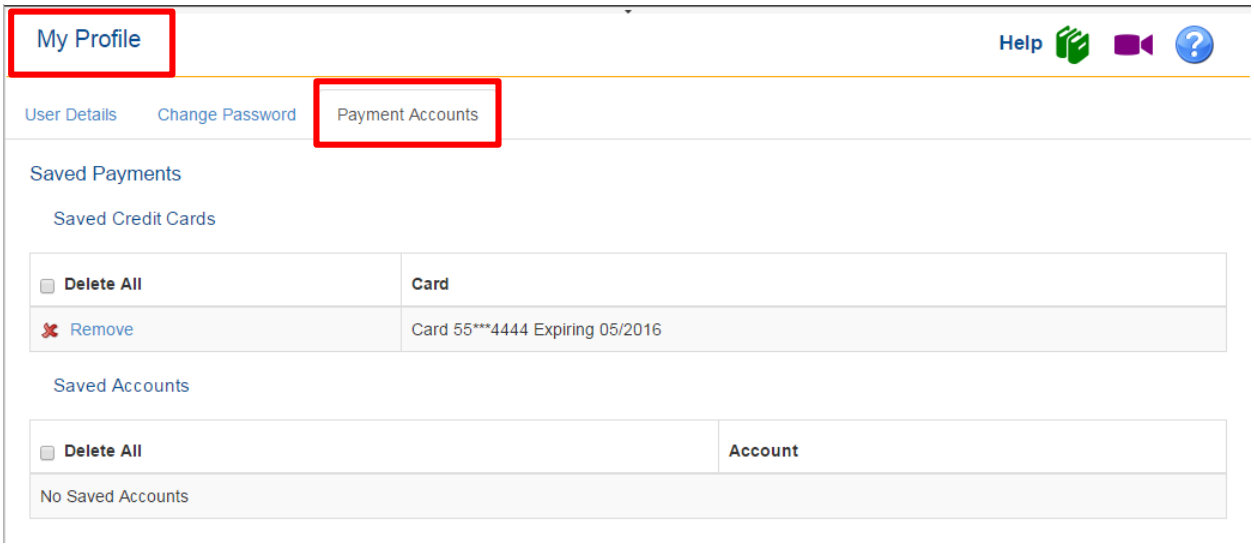
The **Change Password menu option** provides filers with the ability to manage / change their password.



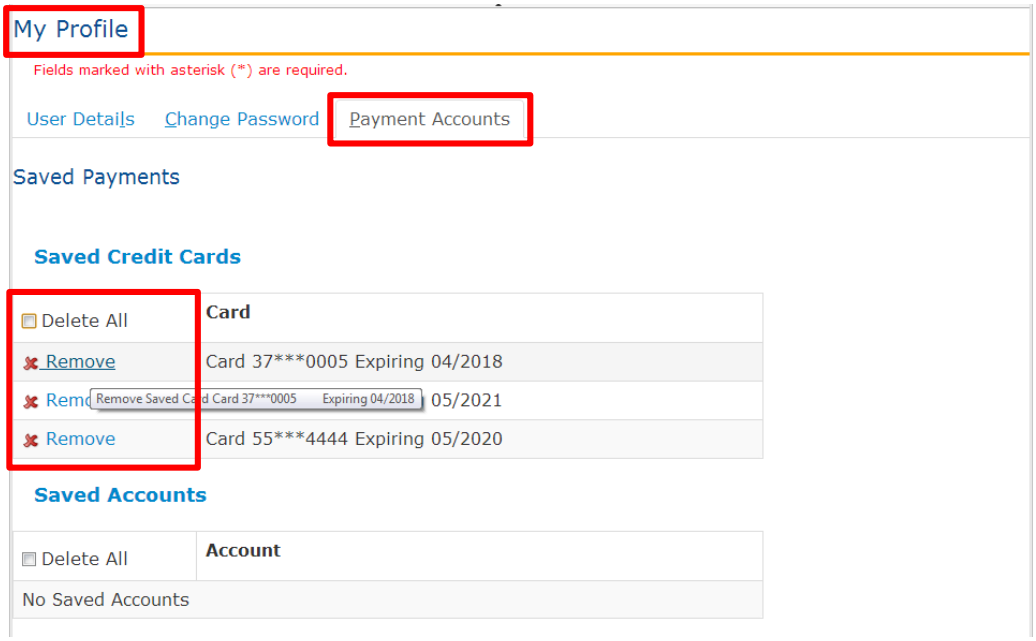
New passwords must meet the criteria for password stated on the page under the New Password input box.

Payment Accounts

The **Payment Accounts** tab allows the E-Filer to delete saved payment account information.

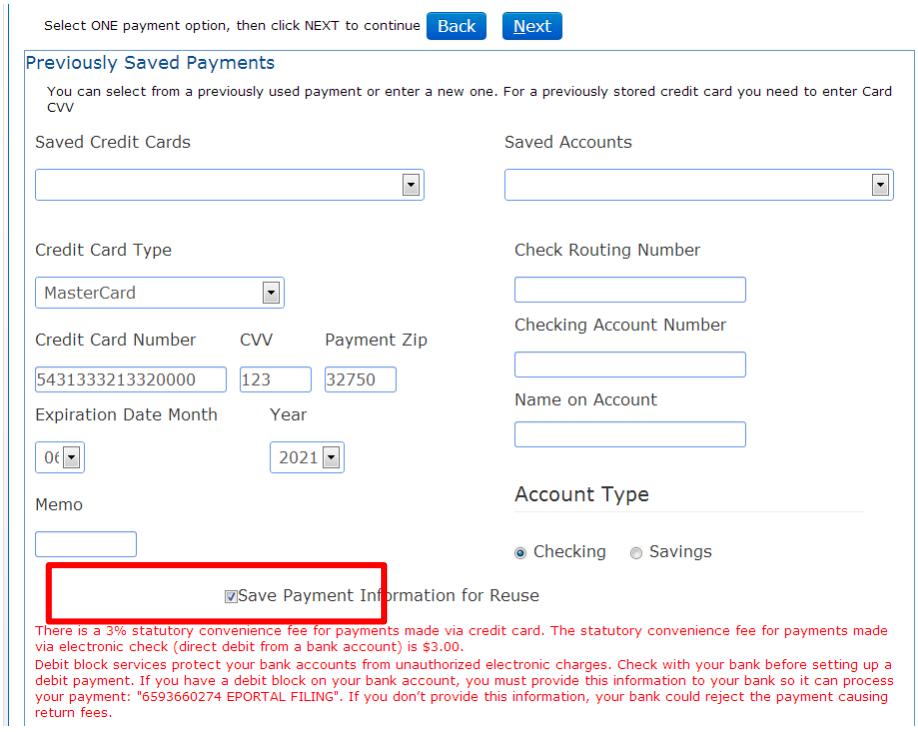


You may remove all accounts by selecting **Delete All** or you may remove them individually by select the **Remove** next to the card you wish to delete.

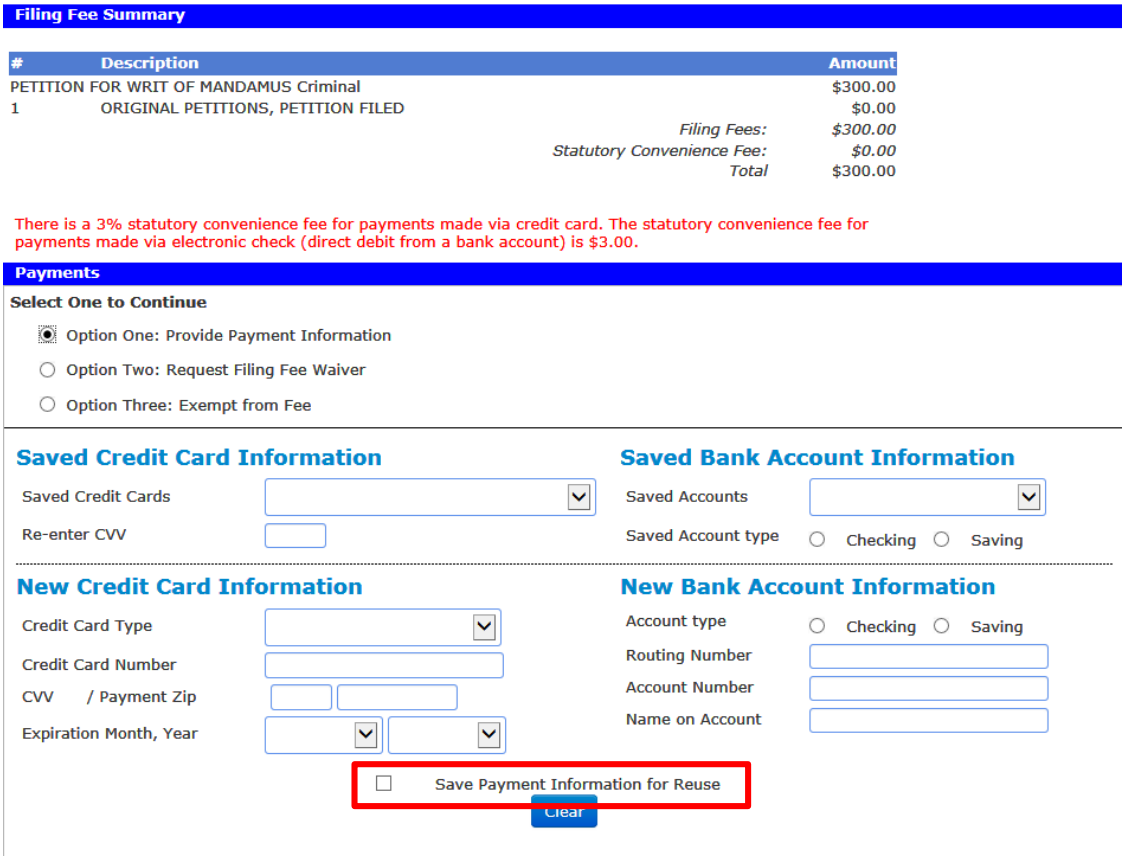


To add additional payment accounts to your profile, add the payment information on the **Fees and Payments** tab when you are filing your documents. Be sure to select the check box next to **Save Payment Information for Reuse**

Trial Court Filing – Save a Payment Method

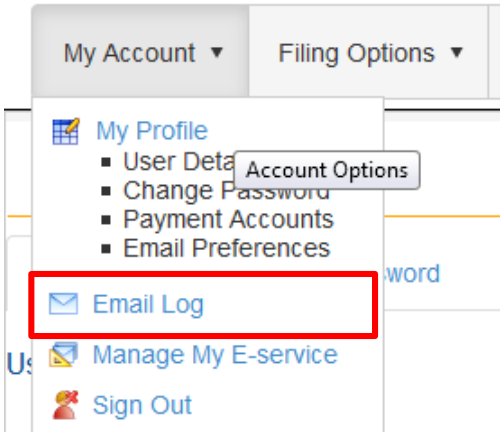

Select ONE payment option, then click NEXT to continue
Back
Next
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
MasterCard
Credit Card Number
CVV
Payment Zip
5431333213320000
123
32750
Expiration Date Month
Year
2021
Memo
Check Routing Number
Checking Account Number
Name on Account
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Appellate Court Filing - Save a Payment Method
The Payment information is gathered on the **Review and Submit** screen

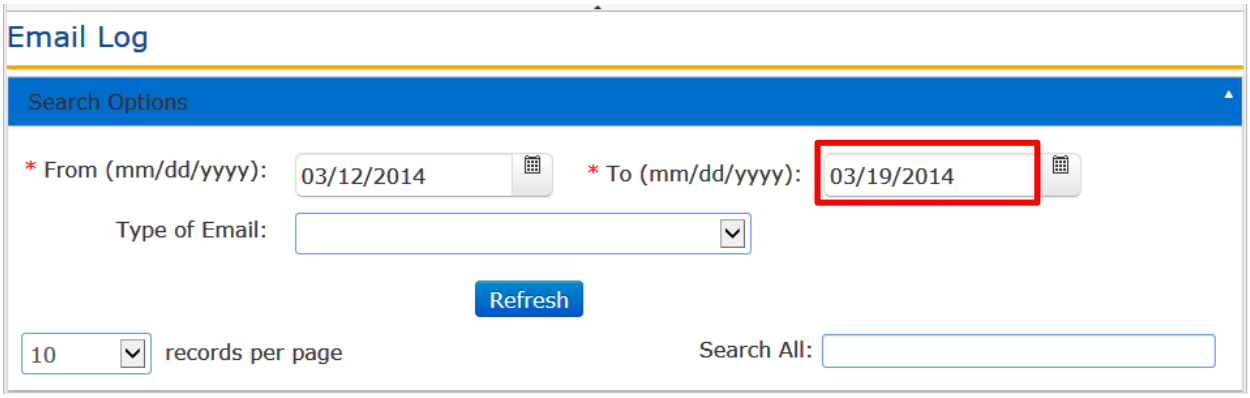


Please note: The Payment Zip is the billing address zip code. To be sure you receive authorization for the credit card, make sure the zip code entered matches the zip code for the billing address on the credit card account.

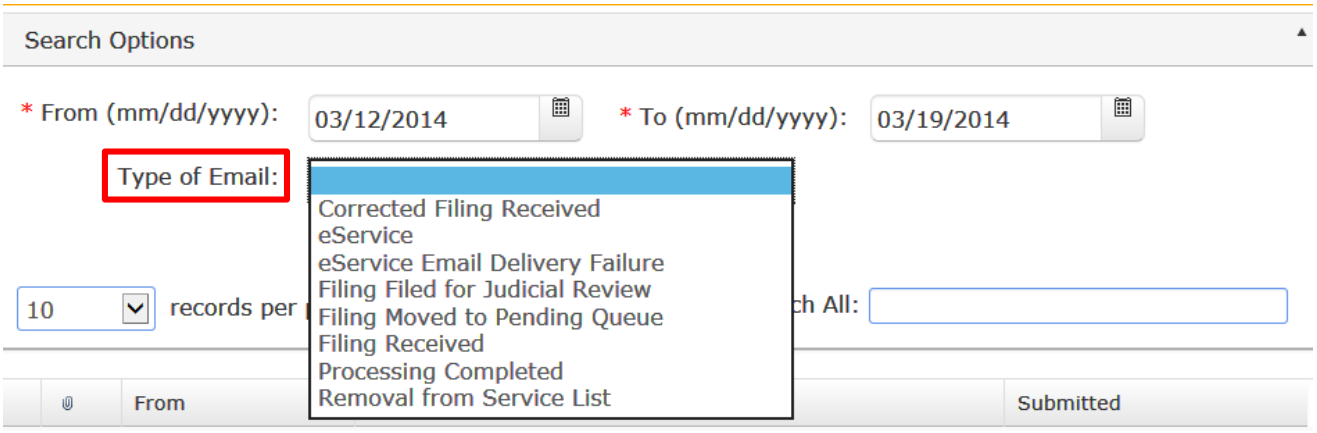
Email Log
Any email that you the E-Filer receive via your email provider will also be logged in the Email Log. To access the Email Log go to the Account tab and from the drop down select Email Log.



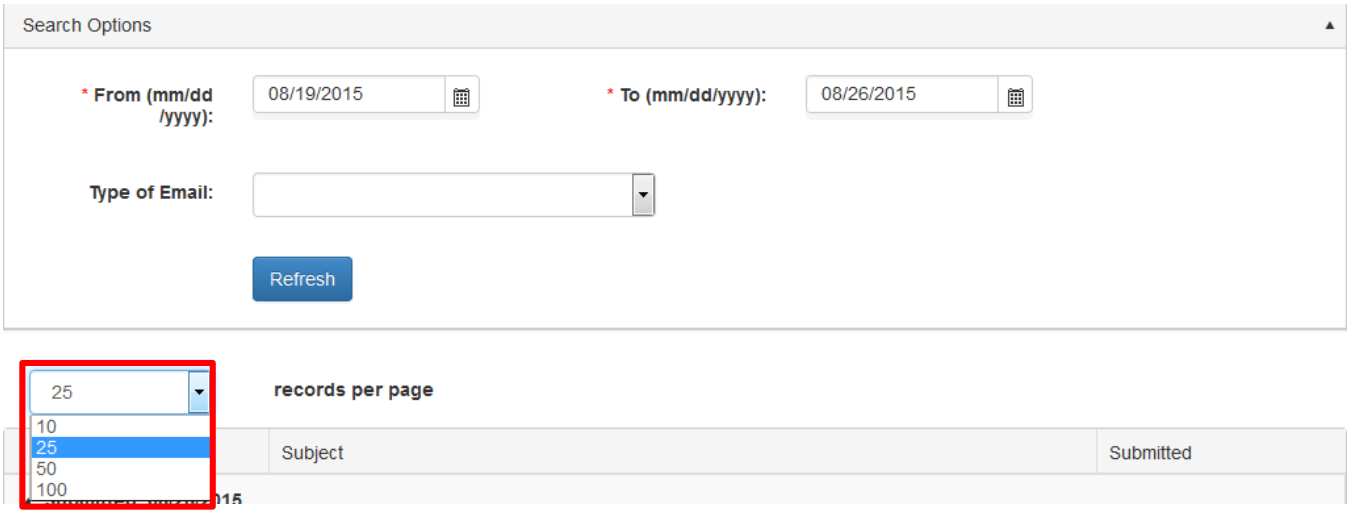
The Email Log will default to the last seven days however you can adjust the dates to reflect a larger period of time if you are searching for a specific email. Either type in the "From" date or use the calendar fly out to select a date. Then select Refresh.



You can also search for the Type of Email by selecting your search criteria from the dropdown.



Set the number of records to show per page by selecting from the dropdown.



To view the highlighted email, scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.* yahoo, gmail, outlook, etc.].

From: FACC Admin

To: cweber@flclerks.com

Subject: Filing # 245529 Not Filed – Please Correct Filing in the E-Filing Portal Pending Queue

Date: 08/26/2015 03:14:07 PM

Please note: this is a non-monitored email address; please do not reply to this message.

Date: 08/26/2015 03:14:08 PM

Dear Carolyn Weber:

Your filing with the Orange County, Florida County Civil Division needs to be corrected before it can be filed.

Filing Reference Number #:	245529
Status:	**Pending Queue**
Filing Date/Time:	08/26/2015 02:56:17 PM
UCN:	482014CC000012A001OX
Clerk Case #:	2014-CC-000012-O
Case Style:	TRUST NO 18327 AS OWNER vs. NANCY HEWITT, RICHARD TURNER
Matter #:	

Please be advised that Filing Reference Number 245529 needs to be corrected and has been moved to the Pending Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, Section 3.1.13. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): Attached the wrong document. Please replace and resubmit within five (5) business days.

To make these corrections, go to the My Filings page in the Portal and search by Status: Pending Queue and then select the Filing ID link. Then correct the error by either making the advised changes or replacing the deficient document with the corrected document and resubmit the Filing. You must click the Save button on any screen to which changes were made. For further information on correcting filings sent to the Pending Queue, please consult the E-Filing User Manual on the Florida Courts E-Filing Portal web page under the Help Menu, Training Manuals or watch the YouTube video.

If you have questions concerning clarification on the corrections needed, **please contact the Orange County Clerk of Court, County Civil Division.**

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manuals https://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank you.
Florida Courts E-Filing Portal

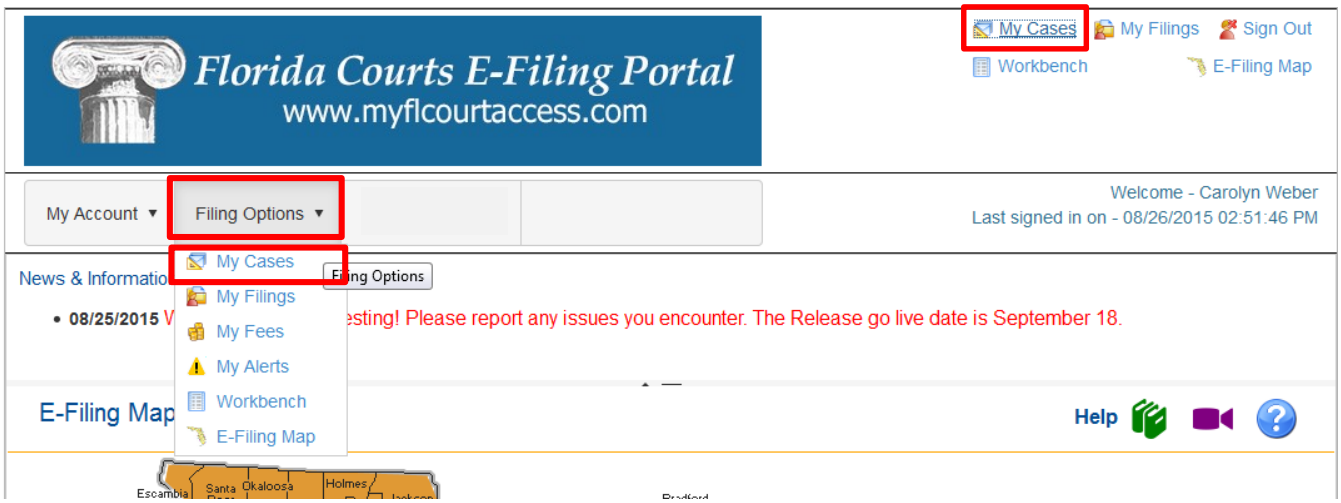
Filing Options / Links

The Portal Filing Management Links are located under the Filing Options Menu. In addition, for ease of use these links are also located in the upper right corner of the page.

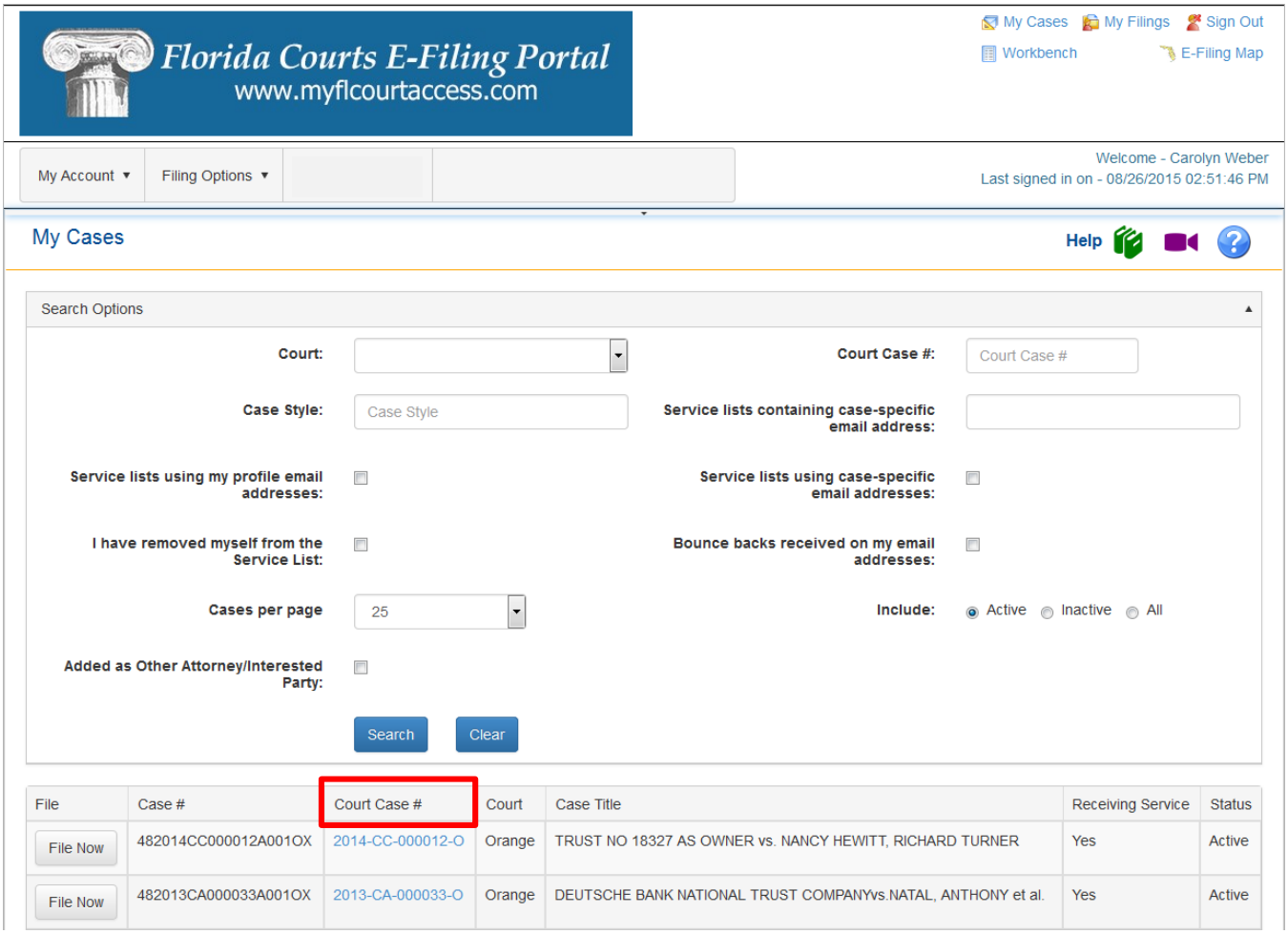
Each filing management link is discussed below:

My Cases

To go to the My Cases page, select **Filing Options** from the menu bar and then highlight and select **My Cases** or go to the Quick Links in the upper right hand corner of the page and click on **My Cases**.



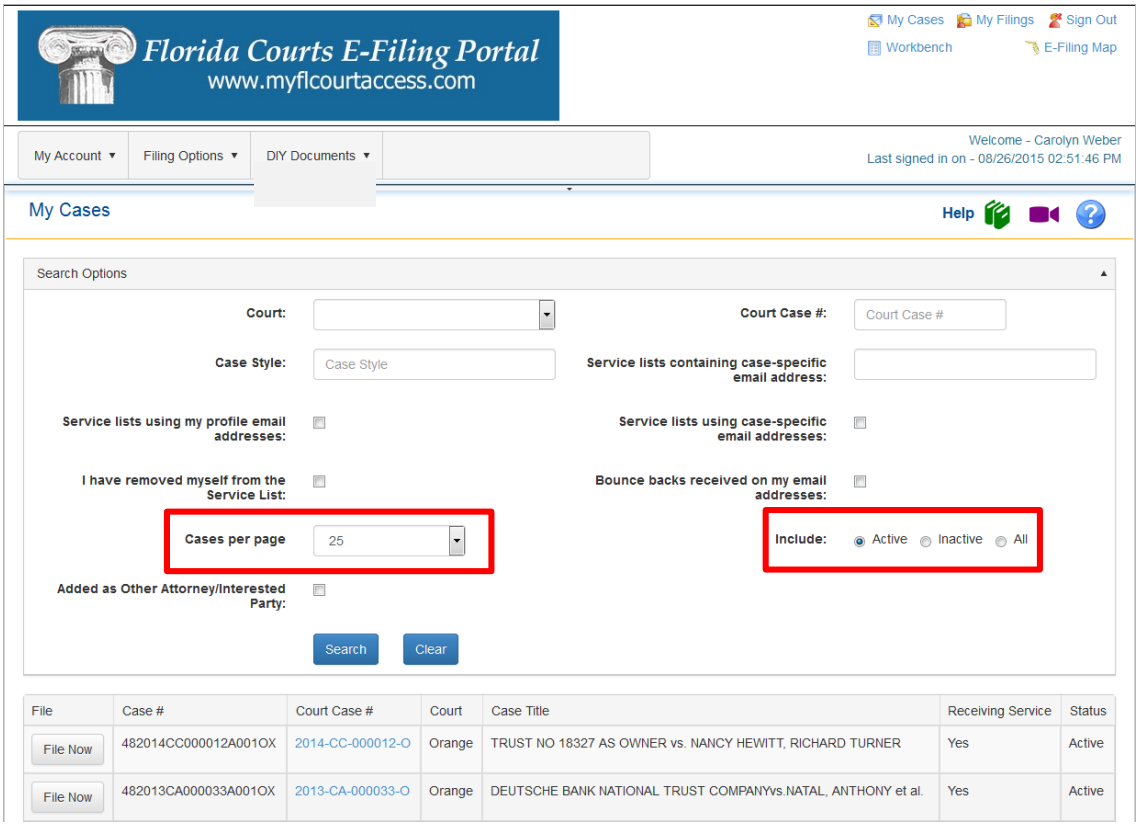
This will take you to your **My Cases** page where you have access to quickly file to any case you have already E-Filed to. You will also have access to the E-service List without the need to file a document to that case by selecting the hyperlinked case number in the **Clerk Case #** column. You can update the E-service List from this page. You do not have to file a document to access the E-service page.



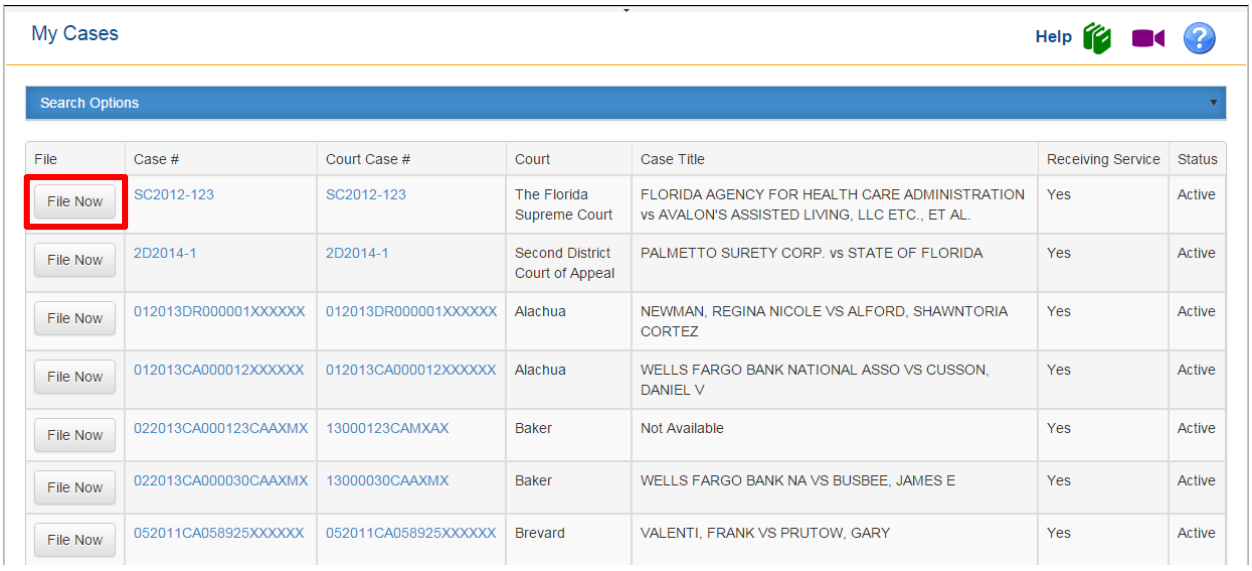
The **Search Options** you have available on this page are:

- Court
- Court Case #
- Case Style
- Service Lists Containing Case-Specific Email Addresses
- Service Lists Using My Profile Email Addresses
- Service Lists Using Case-Specific Email Addresses
- I have removed myself from the E-service List
- Bounce backs Received on my Email Addresses
- Added as Other Attorney/Interested Party

You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases. Once you set these preferences, they will be retained until you change them.



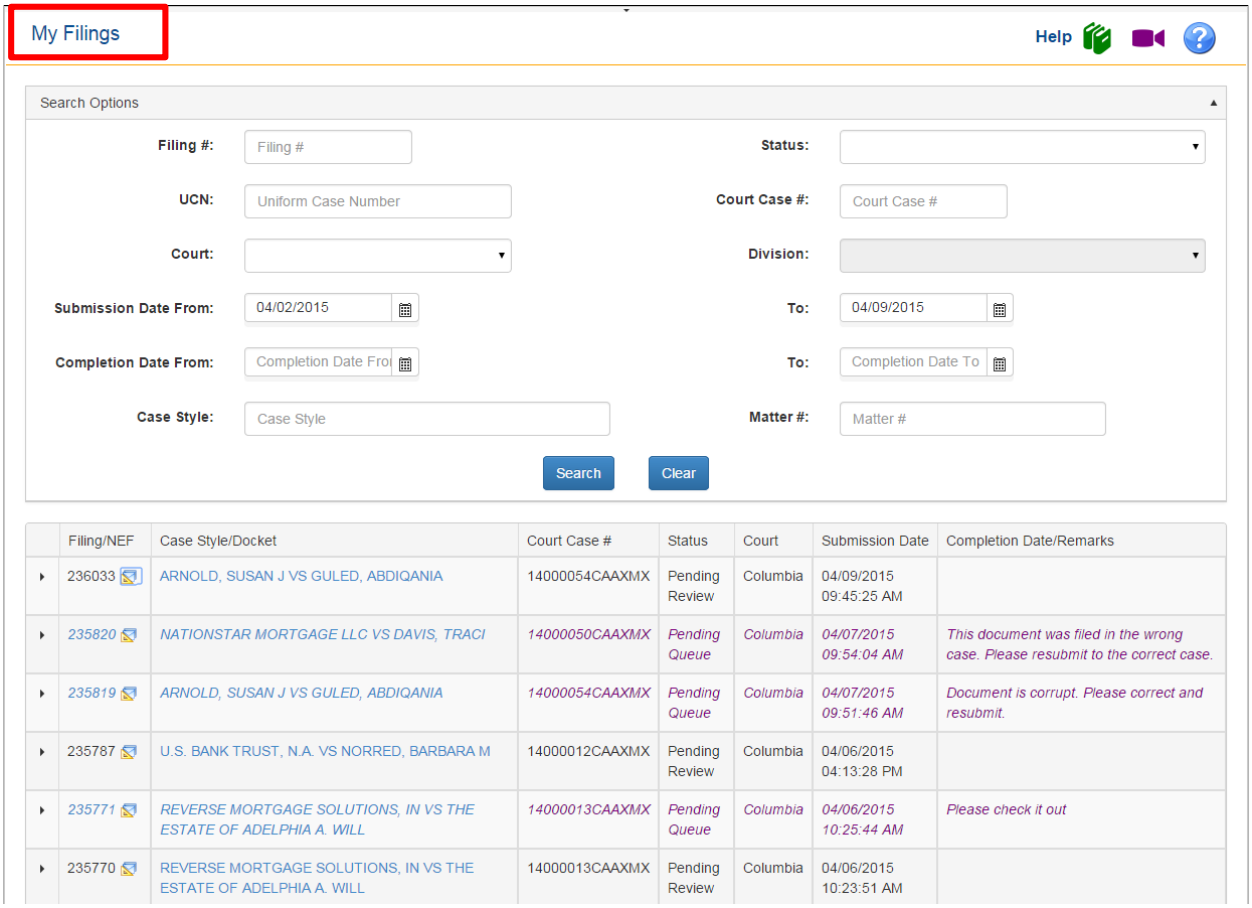
Also available from the **My Cases** page is the "**File Now**" button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **File Now** button. That will eliminate you having to select the county, division, enter the sequence number and click on search. The Portal will retrieve that information based on the case you select and take you to the bottom of the **Case Information** page when you can finish the submission.



My Filings

The **My Filings** page shows all submissions you have made over the past seven days. You may adjust the number of days displayed by selecting the timeframe using the calendar feature. It will also show you the following information;

- **Filing #/NEF**: The portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court Case #**: The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status**: The status will reflect one of the following: **Pending Review, Being Reviewed, Pending Filing, Filed**, **Pending Queue, or Filed for Judicial Review**
- **Court**: The name of the jurisdiction the case is filed in.
- **Submission Date**: Date the filer submitted the filing on the portal which is the official file stamp date and time.
- **Completion Date/Remarks**: Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.



You may search your **My Filings** page using any of the following search criteria:

- Filing #
- Status
- UCN
- Court Case #
- Court
- Division
- Submission Date
- Completion Date
- Case Style
- Matter #

Note: To see more information about a submission, select the + next to the Filing #.

Notification of Electronic Filing [NEF]

Upon submission of documents, a Notification of Electronic Filing [NEF] will be sent to the people listed on the E-service List. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.

The NEF will open that will show you the E-service email as well as who was electronically notified and who was not electronically notified and the Status of the email of those not notified.

SERVICE OF COURT DOCUMENT - CASE NUMBER 122014CA000013CAAXMX

Filing Information

Filing #:	235771
Filing Time:	04/06/2015 10:25:44 AM ET
Filer:	Carolyn M Weber 407-835-4392
Court:	Third Judicial Circuit in and for Columbia County, Florida
Case #:	122014CA000013CAAXMX
Court Case #:	14000013CAAXMX
Case Style:	REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL

Documents

Title	File
Motion To Dismiss	1 Report.pdf

E-service recipients selected for service:

Name	Email Address
Carolyn M Weber	cweber@flclerks.com
	cweber1024@outlook.com
	cweber1024@outlook.com

E-service recipients deselected for service:

Name	Email Address
State Attorney	colinthacker@rocketmail.com

This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

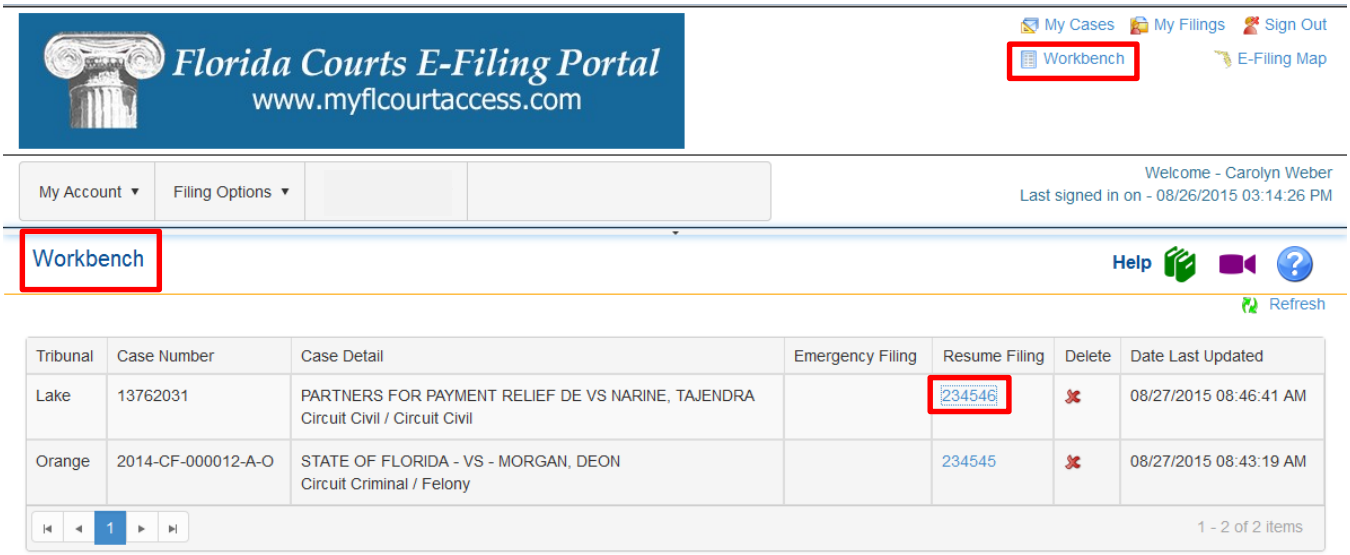
Thank you,
The Florida Courts E-Filing Portal

This NEF is also found in your Email Log.

The **My Filings** list defaults to filings within the last seven days. The E-Filer may expand or narrow the list by using the '**From'** and '**To'** dates. These date ranges will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

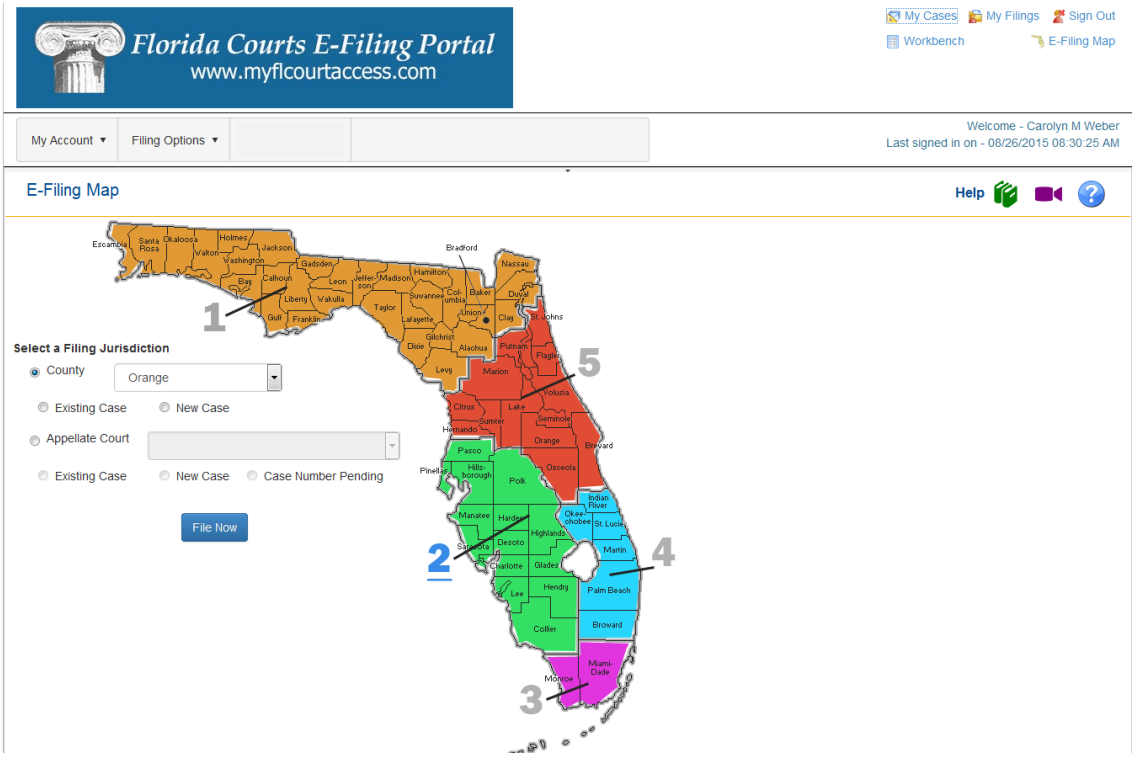
Workbench

This link will take you to your Appellate Workbench where any submissions you have begun but not completed will appear. To continue filing the submission, click on the **Resume Filling** link and complete your filing.



E-Filing Map

The **E-Filing Map** link allows filers to access the **Jurisdictional Map** which will allow them to select a filing path. Select either the Trial Court or the Appellate Court filing path. To change counties in which you are filing documents, you must return to the **Jurisdictional Map** to do so.



Submitting a Filing

Filing to Create a New Case

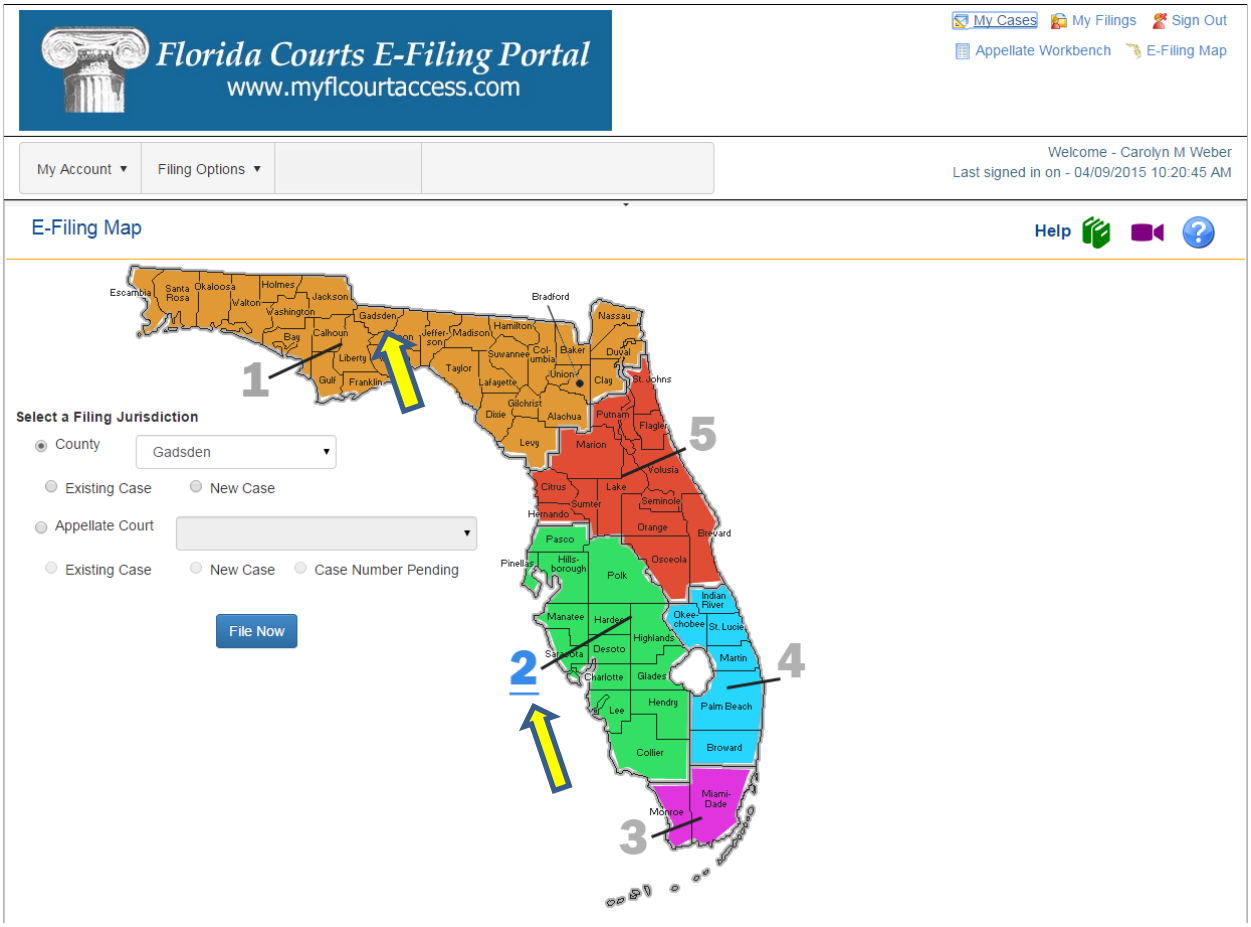
If you are creating a new case with the Clerk, you begin your filing from the E-Filing Map.

Filing to a Case that Already Exists with the Clerk

If you have not filed to a case that has an existing case number, you must begin the filing from the E-Filing Map.

Process

Trial Court: Select County or click on the county in the map
Appellate Court: Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.



Then select either Existing Case if the case already exists or New Case if you are submitting a new case for filing. Since we are filing to an already created case, we will select Existing Case.

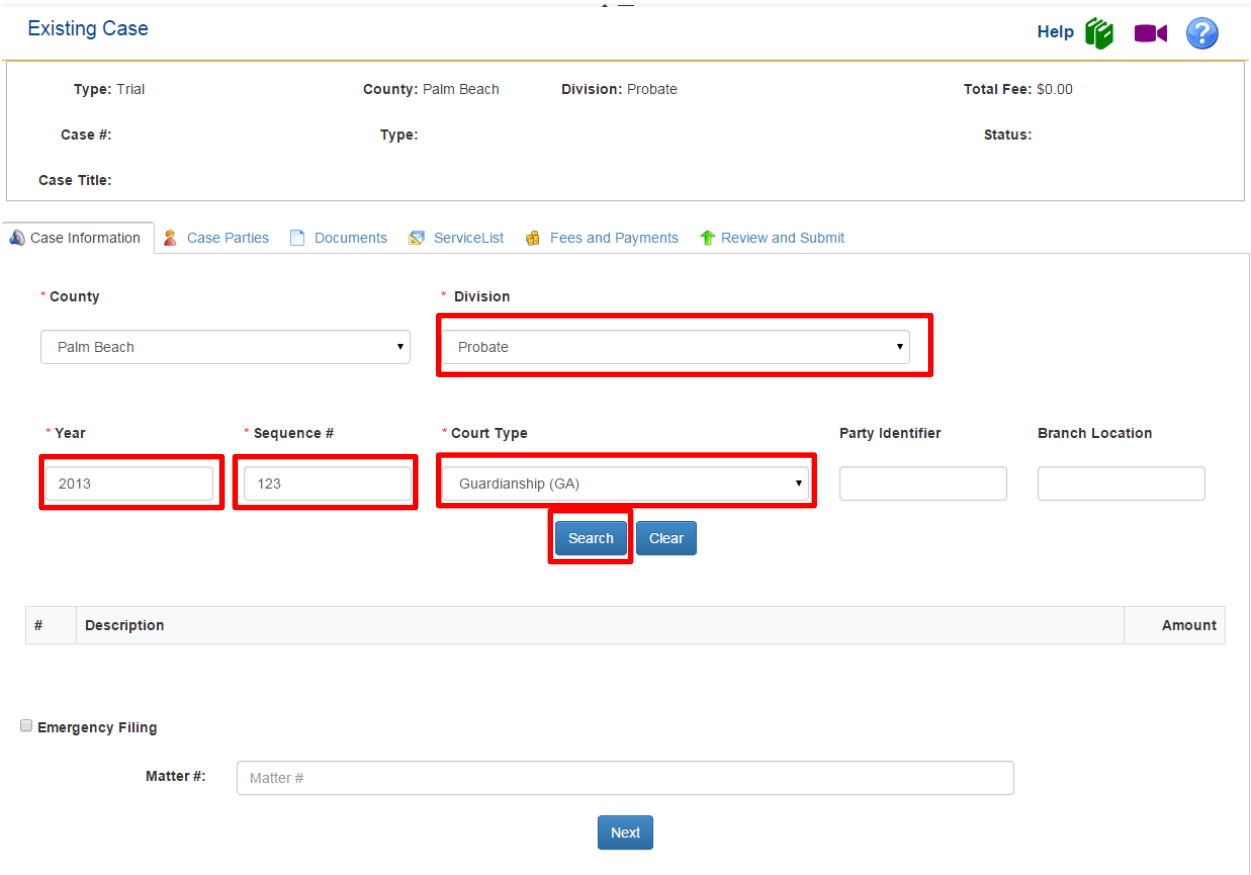
Case Information – Trial Court

To **File Subsequent Document(s) into an existing case**, the E-Filer must know the case number.
Select the Division from the dropdown list provided.
Enter the case number and click search. The Portal will search for the case record.

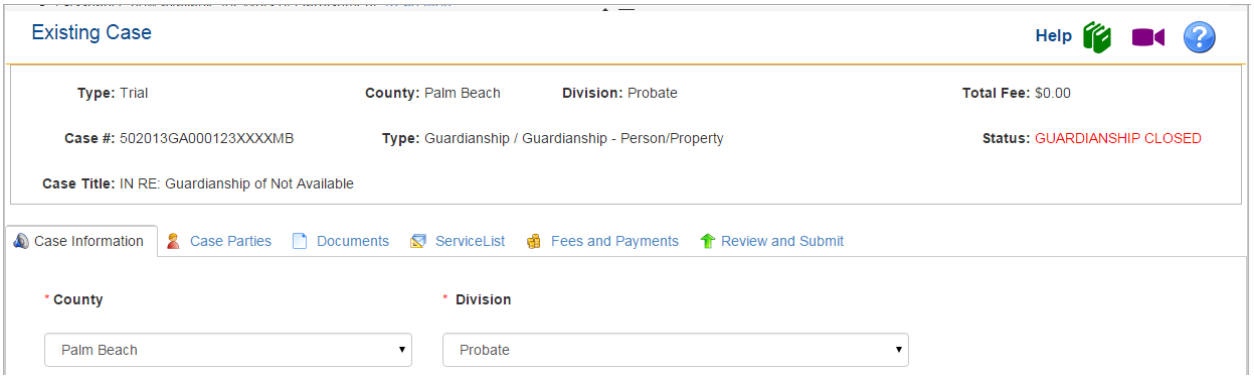
- If the county's case management system is not linked to the Portal the search for case information will not be initiated and no case information will be displayed to the E-Filer.

- If the case record is located the Case Type and Title are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
    - If entered incorrectly click the Cancel button on the message to reenter the case number.
    - If entered correctly click the OK button on the message to continue processing.
        - If the case privacy is confidential or higher, case information may not be returned from the county's Case Management System.

1. Select Division
2. Type in Year
3. Sequence number
4. Select Court Type
5. Search

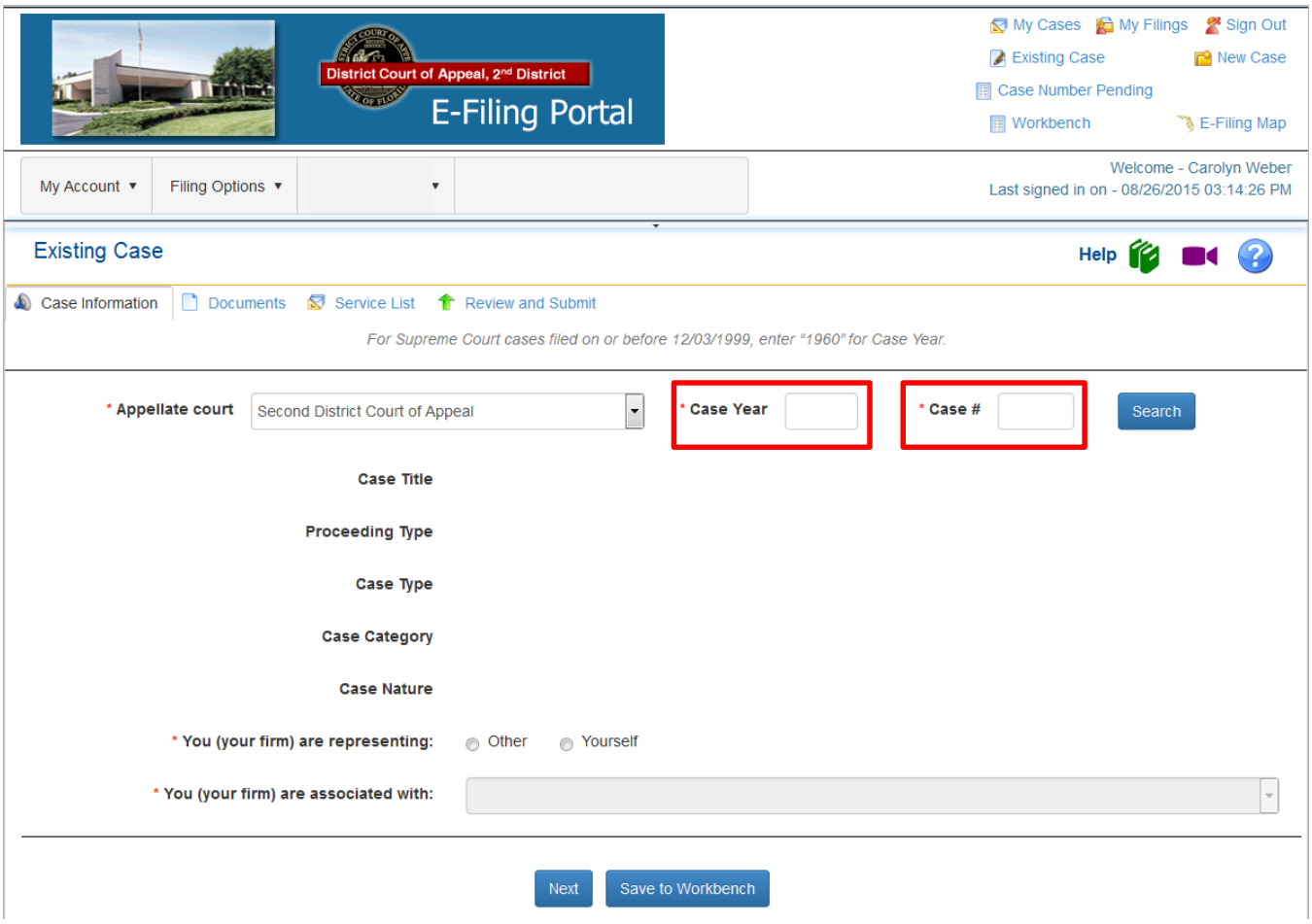


The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If so, click on Next.

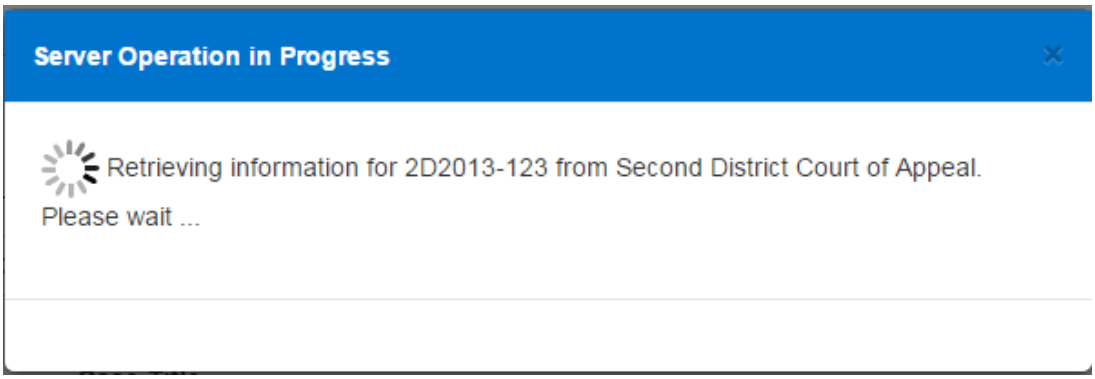


Case Information – Appellate Court

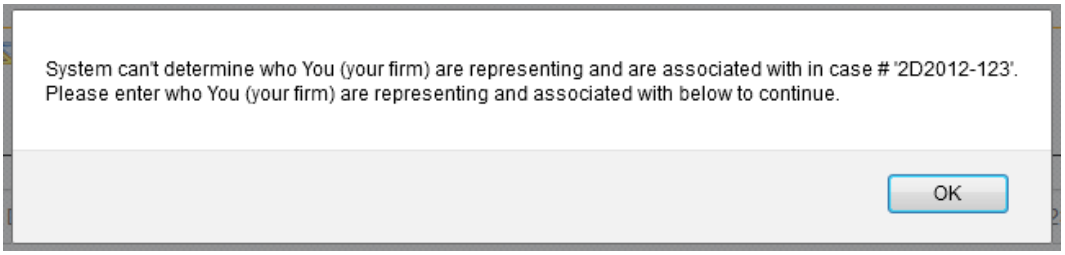
Type in the Appellate court Case Year and Case Number and then select Search



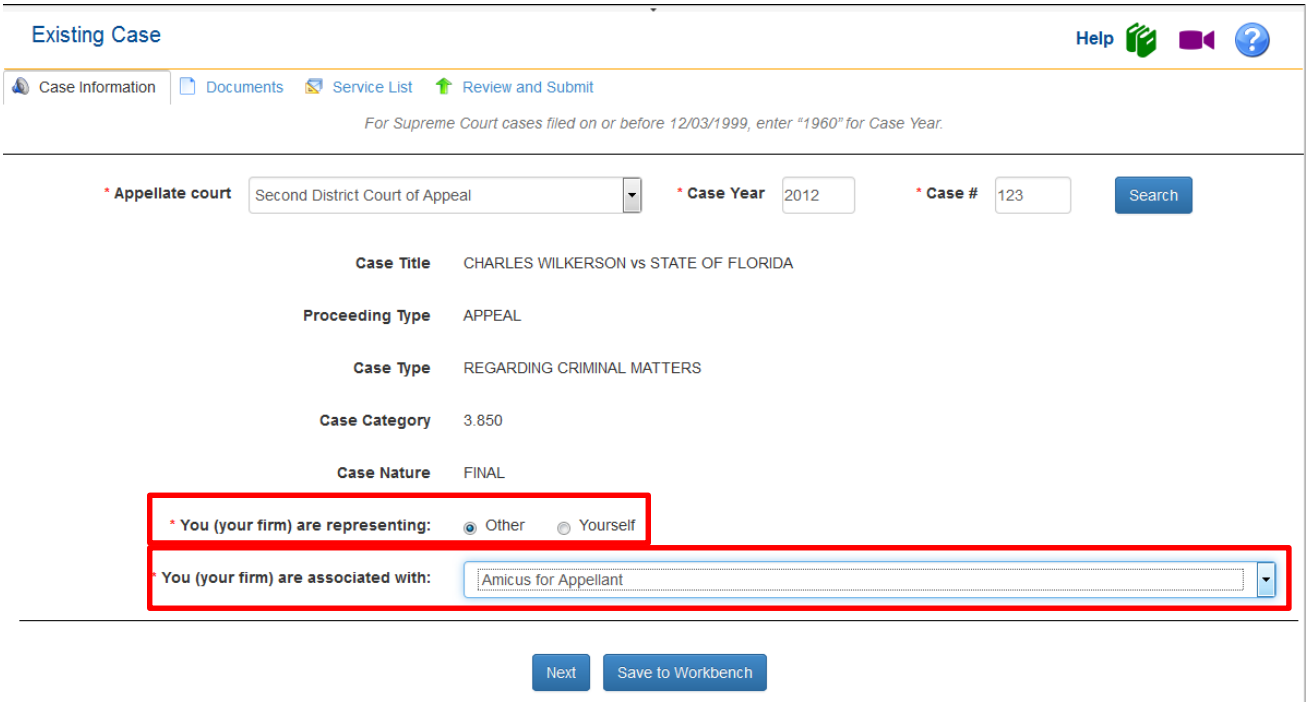
The Portal will retrieve the Case Information from the 2nd District Court of Appeal.



And present a message that asks you to choose you who represent and who you are associated with in order to continue.


System can't determine who You (your firm) are representing and are associated with in case # '2D2012-123'.
Please enter who You (your firm) are representing and associated with below to continue.
OK

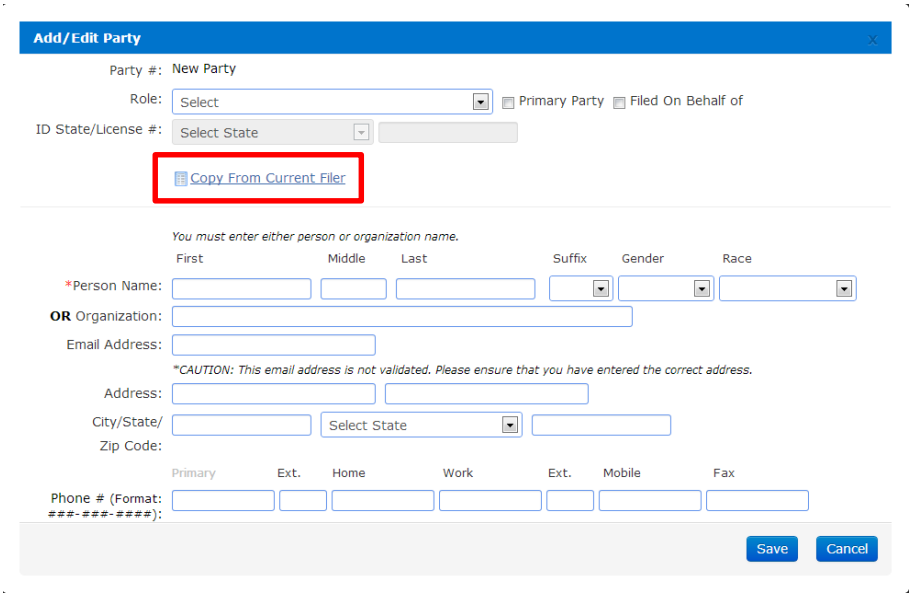
Select OK to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below.



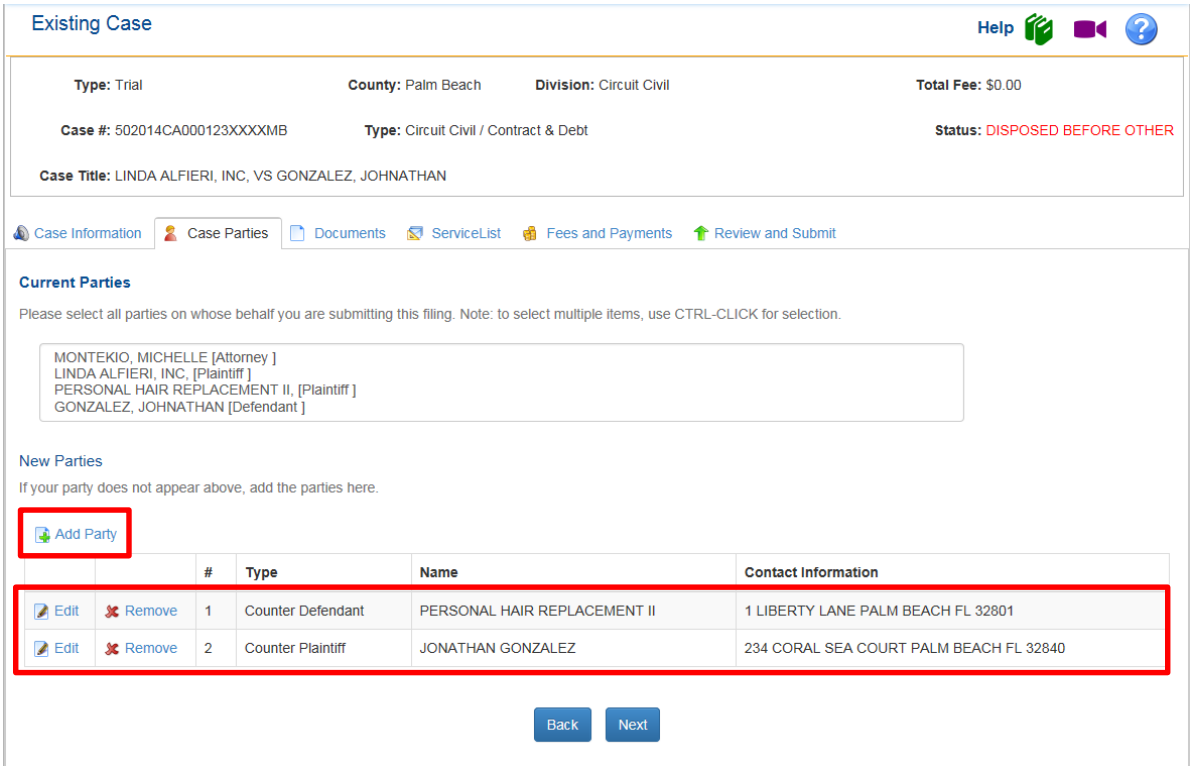
Case Parties

When adding a party you have 2 options:

1. Selecting the 'Copy from Current Filer' option will add you the E-Filer as a Party and fill in the Party information with the your Portal Profile information. This is used when the Self-Represented Litigant is adding him or herself to the case as a party. When adding yourself to the case as a Party, you would not be a Primary Party unless you are a Plaintiff or Defendant in the case.
2. Then enter specific party information directly into the available fields.



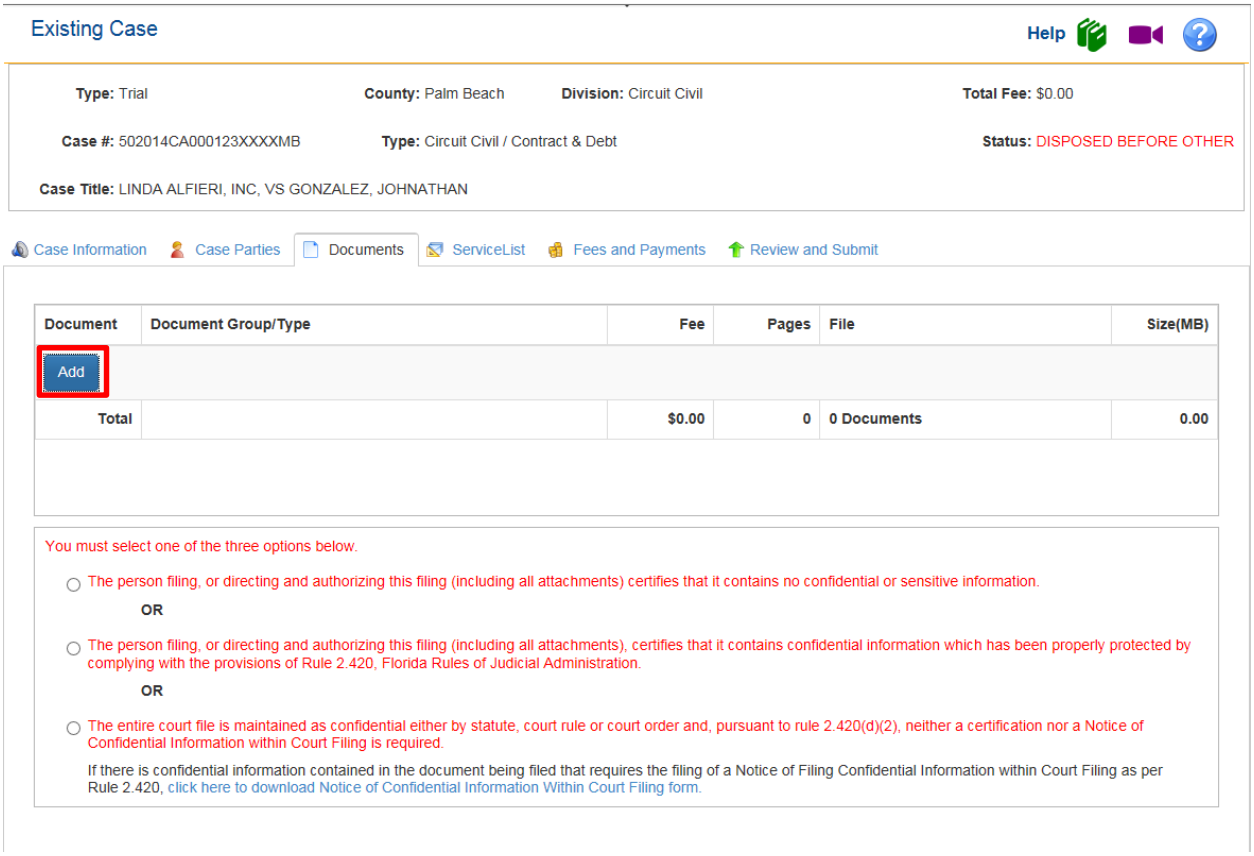
Click the Save button when entries are complete. The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case. Add all of your parties to the case in the counties that allow you to add parties. **In the counties that do not allow you to add parties, they will add the parties for you.**


Existing Case
Help
Type: Trial
County: Palm Beach
Division: Circuit Civil
Total Fee: $0.00
Case #: 502014CA000123XXXXMB
Type: Circuit Civil / Contract & Debt
Status: DISPOSED BEFORE OTHER
Case Title: LINDA ALFIERI, INC, VS GONZALEZ, JOHNATHAN
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Current Parties
Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.
MONTEKIO, MICHELLE [Attorney]
LINDA ALFIERI, INC, [Plaintiff]
PERSONAL HAIR REPLACEMENT II, [Plaintiff]
GONZALEZ, JOHNATHAN [Defendant]
New Parties
If your party does not appear above, add the parties here.
Add Party
Type Name Contact Information
Edit Remove 1 Counter Defendant PERSONAL HAIR REPLACEMENT II 1 LIBERTY LANE PALM BEACH FL 32801
Edit Remove 2 Counter Plaintiff JONATHAN GONZALEZ 234 CORAL SEA COURT PALM BEACH FL 32840
Back
Next

When the E-Filer has completed adding or editing all necessary parties to the case, click the **Next** button. If you need to back to the **Case Information** page select the **Back** button or **Case Information** from the menu bar.

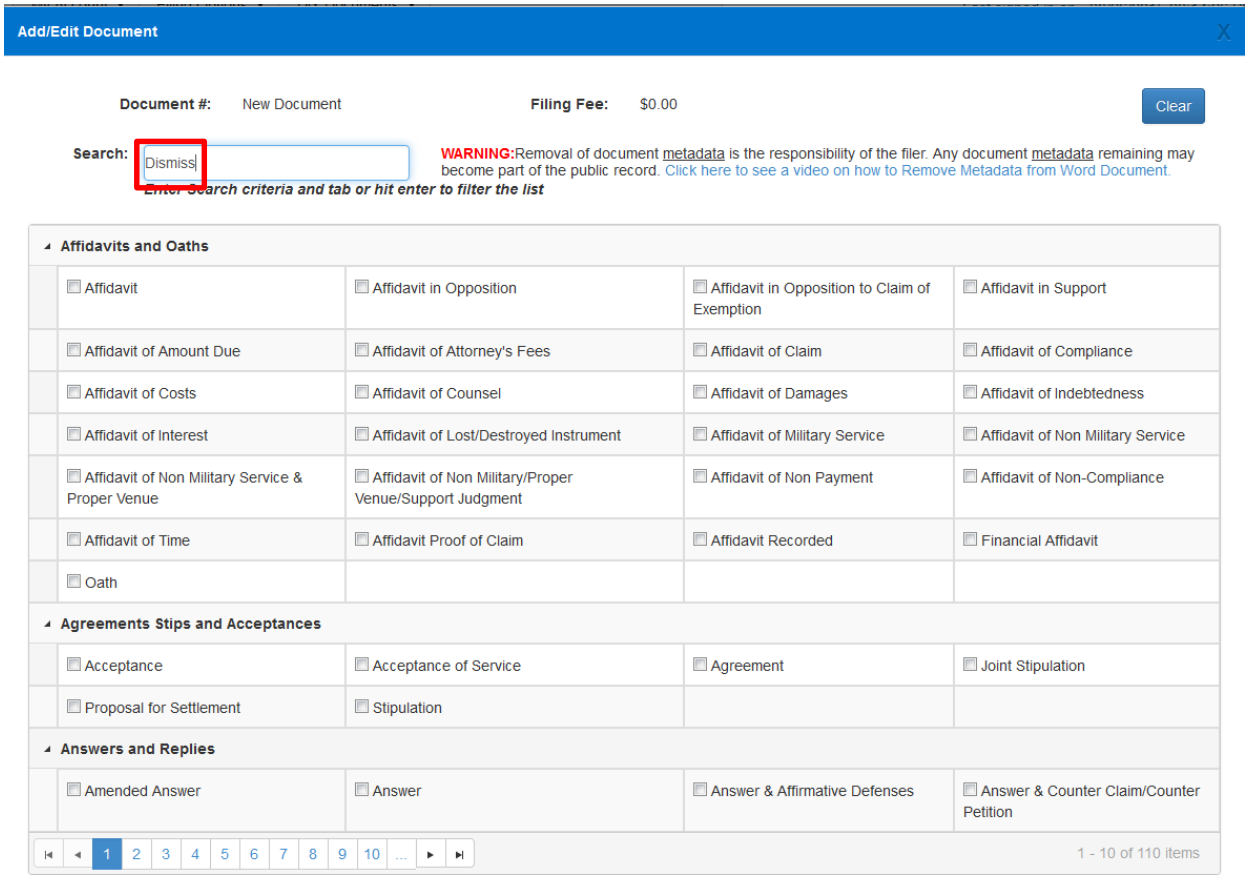
Documents – Trial Court

The **Documents** Page is next. Click **Add** to add a document to the case.

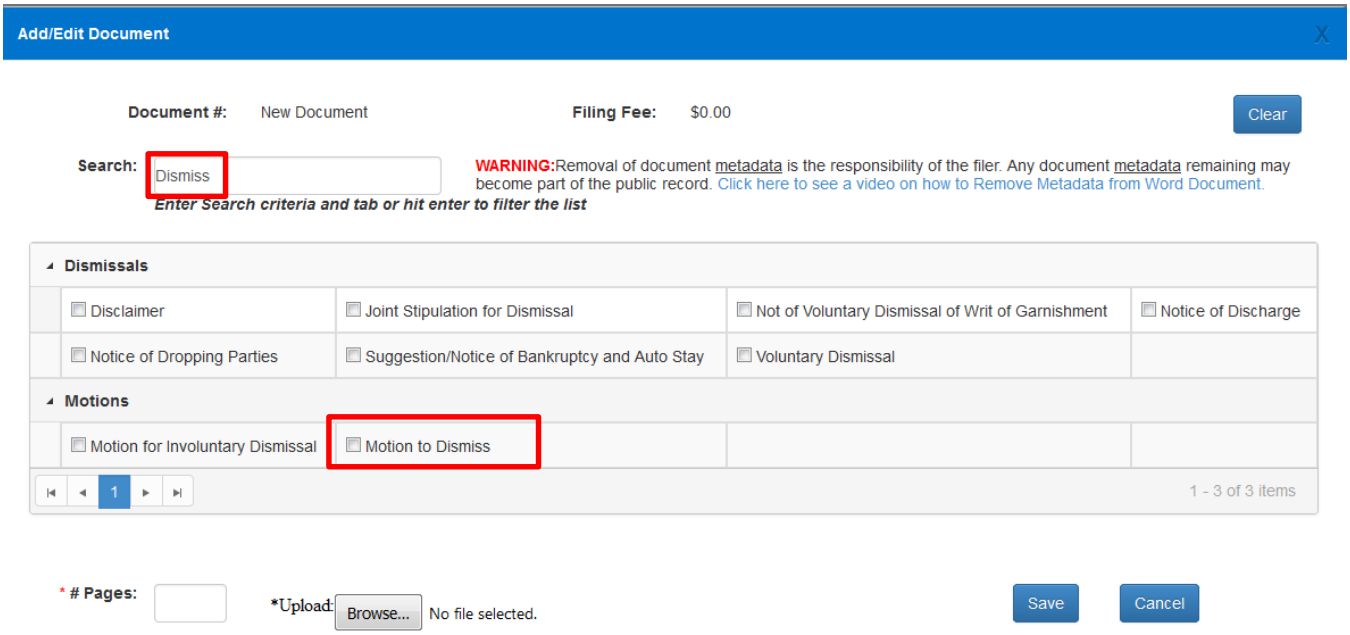

Existing Case
Help
Type: Trial
County: Palm Beach
Division: Circuit Civil
Total Fee: $0.00
Case #: 502014CA000123XXXXMB
Type: Circuit Civil / Contract & Debt
Status: DISPOSED BEFORE OTHER
Case Title: LINDA ALFIERI, INC, VS GONZALEZ, JOHNATHAN
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Add
Total
$0.00
0
0 Documents
0.00
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

Note: On existing cases, there may or may not be a document titled the same thing that you have named your document. The list of documents you have the ability to add is based on the type of case and the codes the clerk has set up.

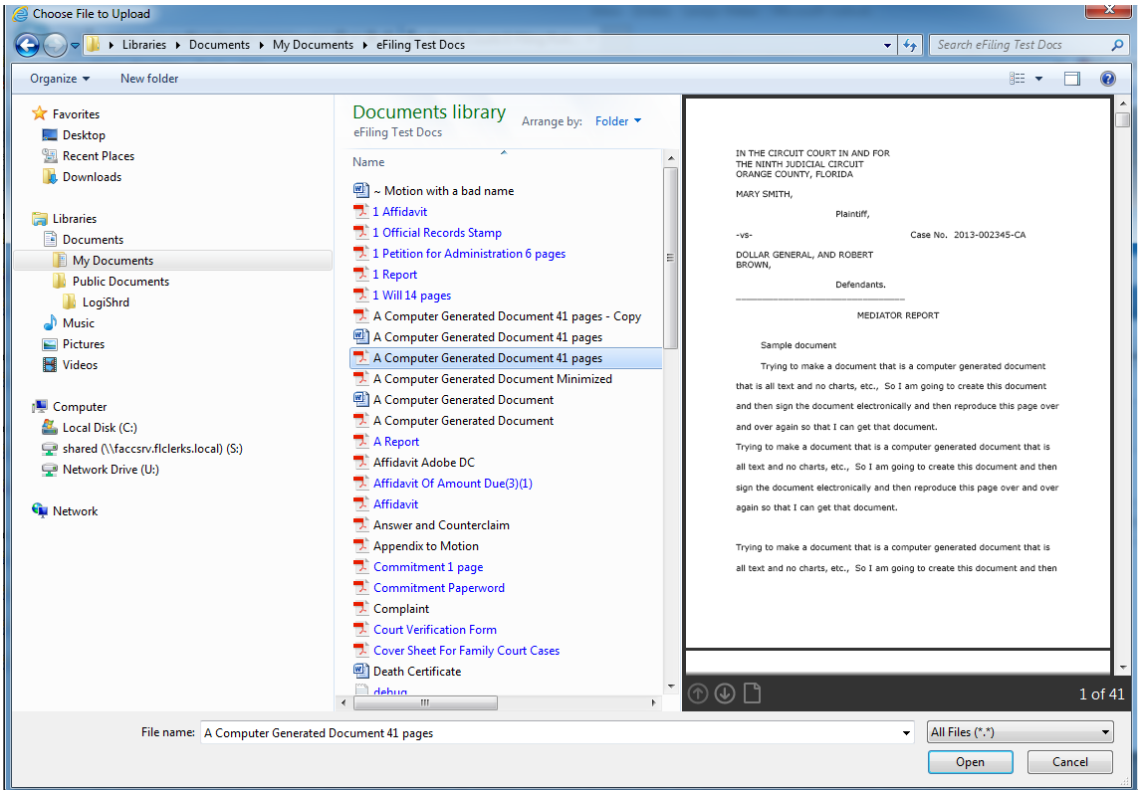
Type in the name of the document you are going to file and then hit the **Tab or Enter** key to search the list of documents available in the county you are filing to.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Affidavits and Oaths
Affidavit
Affidavit in Opposition
Affidavit in Opposition to Claim of Exemption
Affidavit in Support
Affidavit of Amount Due
Affidavit of Attorney's Fees
Affidavit of Claim
Affidavit of Compliance
Affidavit of Costs
Affidavit of Counsel
Affidavit of Damages
Affidavit of Indebtedness
Affidavit of Interest
Affidavit of Lost/Destroyed Instrument
Affidavit of Military Service
Affidavit of Non Military Service
Affidavit of Non Military Service & Proper Venue
Affidavit of Non Military/Proper Venue/Support Judgment
Affidavit of Non Payment
Affidavit of Non-Compliance
Affidavit of Time
Affidavit Proof of Claim
Affidavit Recorded
Financial Affidavit
Oath
Agreements Stips and Acceptances
Acceptance
Acceptance of Service
Agreement
Joint Stipulation
Proposal for Settlement
Stipulation
Answers and Replies
Amended Answer
Answer
Answer & Affirmative Defenses
Answer & Counter Claim/Counter Petition
1 - 10 of 110 items

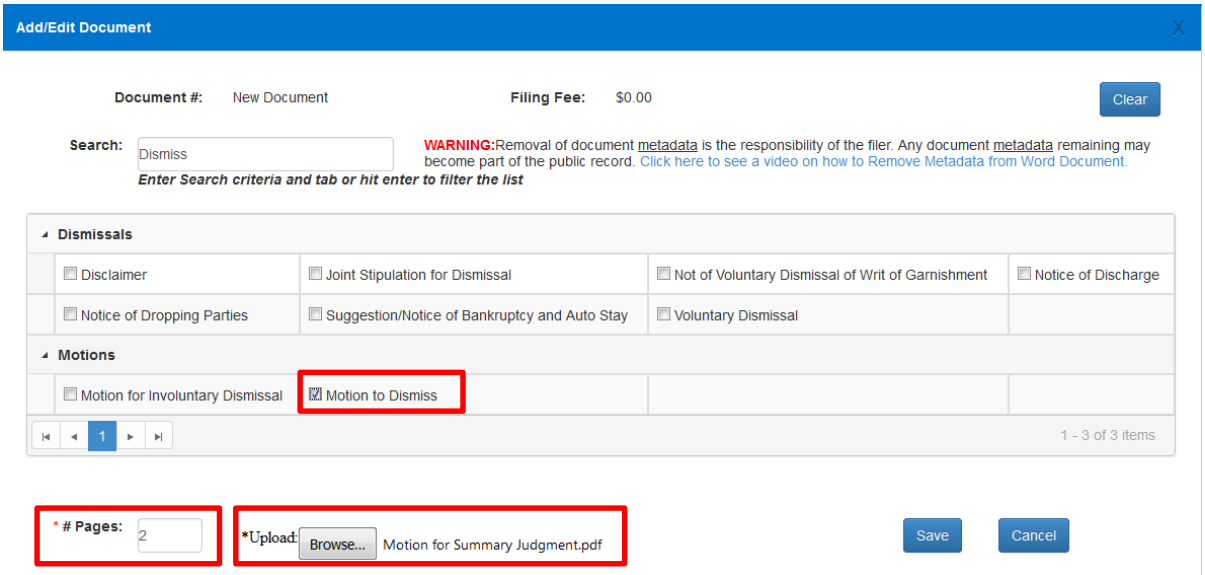
This will pull up the list of documents that have that word in their title. Select the document you are going to file from the list displayed. If the exact name of your document does not appear, select the document that most closely resembles the document you are going to file.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Dismissals
Disclaimer
Joint Stipulation for Dismissal
Not of Voluntary Dismissal of Writ of Garnishment
Notice of Discharge
Notice of Dropping Parties
Suggestion/Notice of Bankruptcy and Auto Stay
Voluntary Dismissal
Motions
Motion for Involuntary Dismissal
Motion to Dismiss
1 - 3 of 3 items
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

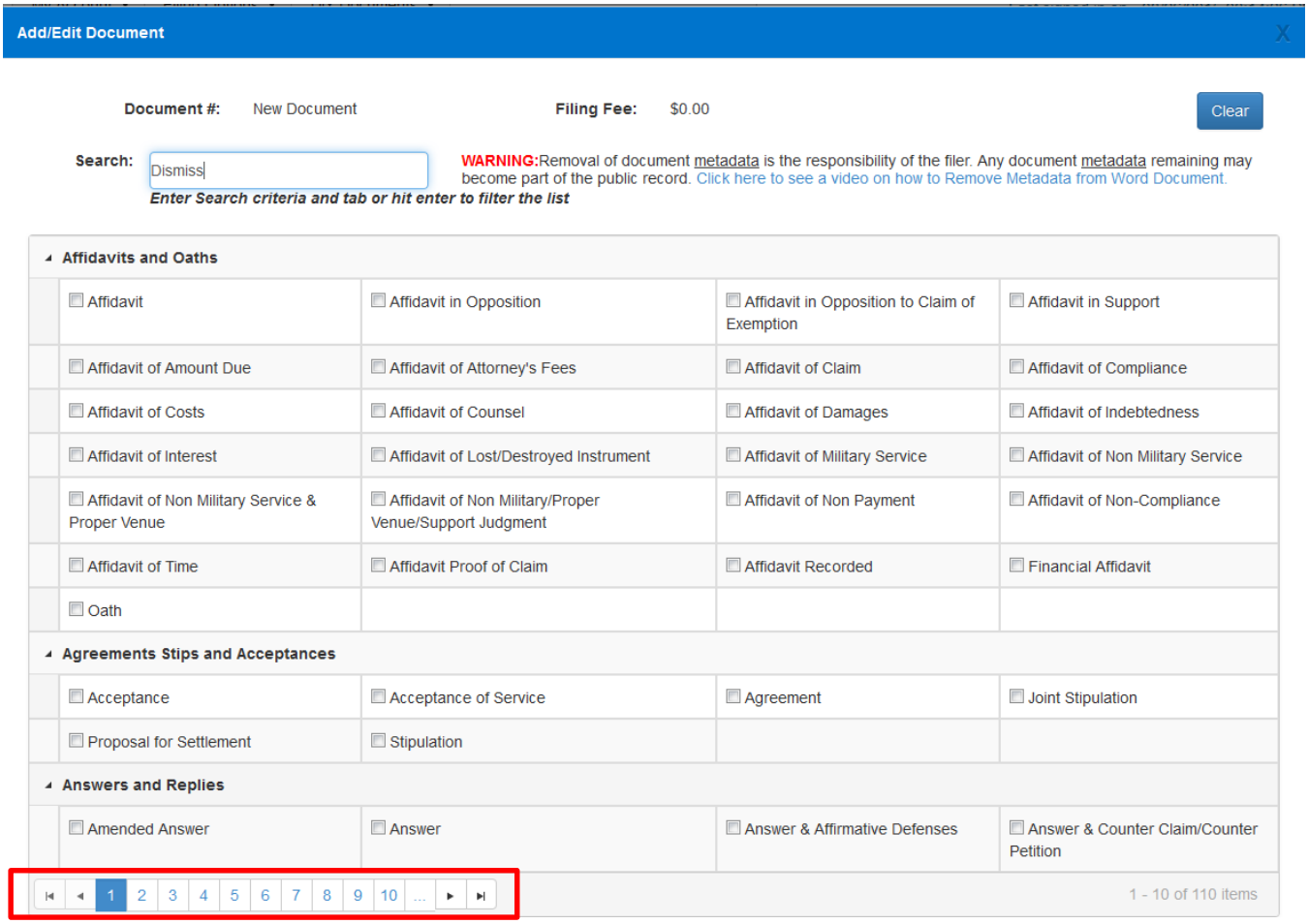
Then type in the number of pages and browse out to your computer where you have created your document using your word processor, attached your signature [s/YOUR TYPED NAME] to the document and saved your document as a PDF and attach this PDF document to this submission by clicking on Open.


Choose File to Upload
Libraries ▸ Documents ▸ My Documents ▸ eFiling Test Docs
Search eFiling Test Docs
Organize
New folder
Favorites
Desktop
Recent Places
Downloads
Libraries
Documents
My Documents
Public Documents
LogiShrd
Music
Pictures
Videos
Computer
Local Disk (C:)
shared (\\faccsrv.flclerks.local) (S:)
Network Drive (U:)
Network
Documents library
eFiling Test Docs
Arrange by: Folder
Name
~ Motion with a bad name
1 Affidavit
1 Official Records Stamp
1 Petition for Administration 6 pages
1 Report
1 Will 14 pages
A Computer Generated Document 41 pages - Copy
A Computer Generated Document 41 pages
A Computer Generated Document 41 pages
A Computer Generated Document Minimized
A Computer Generated Document
A Computer Generated Document
A Report
Affidavit Adobe DC
Affidavit Of Amount Due(3)(1)
Affidavit
Answer and Counterclaim
Appendix to Motion
Commitment 1 page
Commitment Paperword
Complaint
Court Verification Form
Cover Sheet For Family Court Cases
Death Certificate
IN THE CIRCUIT COURT IN AND FOR
THE NINTH JUDICIAL CIRCUIT
ORANGE COUNTY, FLORIDA
MARY SMITH,
Plaintiff,
-vs-
Case No. 2013-002345-CA
DOLLAR GENERAL, AND ROBERT
BROWN,
Defendants.
MEDIATOR REPORT
Sample document
Trying to make a document that is a computer generated document
that is all text and no charts, etc., So I am going to create this document
and then sign the document electronically and then reproduce this page over
and over again so that I can get that document.
Trying to make a document that is a computer generated document that is
all text and no charts, etc., So I am going to create this document and then
sign the document electronically and then reproduce this page over and over
again so that I can get that document.
Trying to make a document that is a computer generated document that is
all text and no charts, etc., So I am going to create this document and then
1 of 41
File name: A Computer Generated Document 41 pages
All Files (*.*)
Open
Cancel

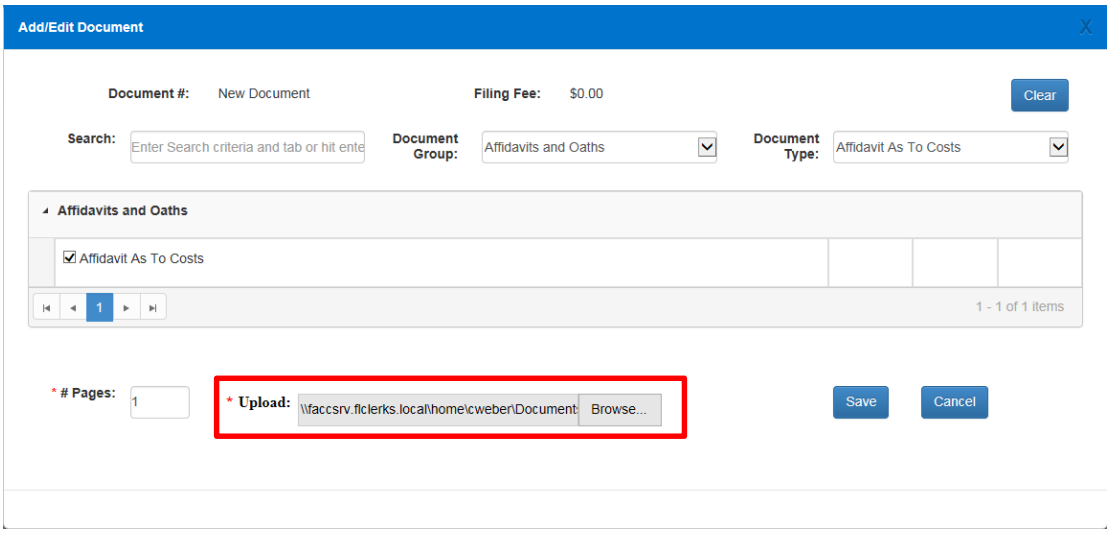
That will add your document to the submission as is shown in the example below:


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Dismissals
Disclaimer
Joint Stipulation for Dismissal
Not of Voluntary Dismissal of Writ of Garnishment
Notice of Discharge
Notice of Dropping Parties
Suggestion/Notice of Bankruptcy and Auto Stay
Voluntary Dismissal
Motions
Motion for Involuntary Dismissal
Motion to Dismiss
1 - 3 of 3 items
* # Pages: 2
*Upload: Browse... Motion for Summary Judgment.pdf
Save
Cancel

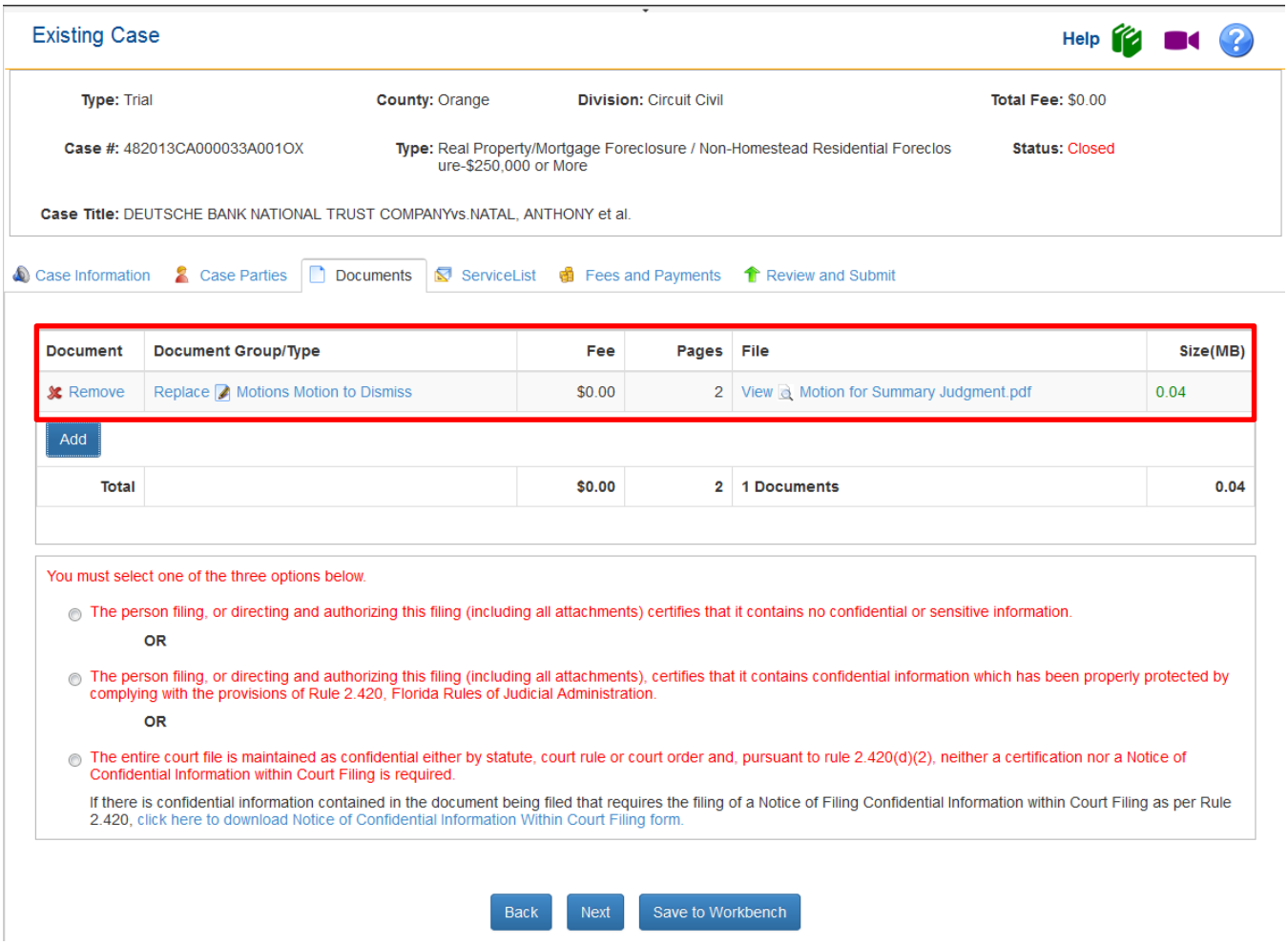
You may also search for your document by using the page numbers at the bottom of the screen.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Affidavits and Oaths
Affidavit
Affidavit in Opposition
Affidavit in Opposition to Claim of Exemption
Affidavit in Support
Affidavit of Amount Due
Affidavit of Attorney's Fees
Affidavit of Claim
Affidavit of Compliance
Affidavit of Costs
Affidavit of Counsel
Affidavit of Damages
Affidavit of Indebtedness
Affidavit of Interest
Affidavit of Lost/Destroyed Instrument
Affidavit of Military Service
Affidavit of Non Military Service
Affidavit of Non Military Service & Proper Venue
Affidavit of Non Military/Proper Venue/Support Judgment
Affidavit of Non Payment
Affidavit of Non-Compliance
Affidavit of Time
Affidavit Proof of Claim
Affidavit Recorded
Financial Affidavit
Oath
Agreements Stips and Acceptances
Acceptance
Acceptance of Service
Agreement
Joint Stipulation
Proposal for Settlement
Stipulation
Answers and Replies
Amended Answer
Answer
Answer & Affirmative Defenses
Answer & Counter Claim/Counter Petition
1 2 3 4 5 6 7 8 9 10 ...
1 - 10 of 110 items

Then type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF or a Word doc and select the document you wish to submit. Then click on **Save**.

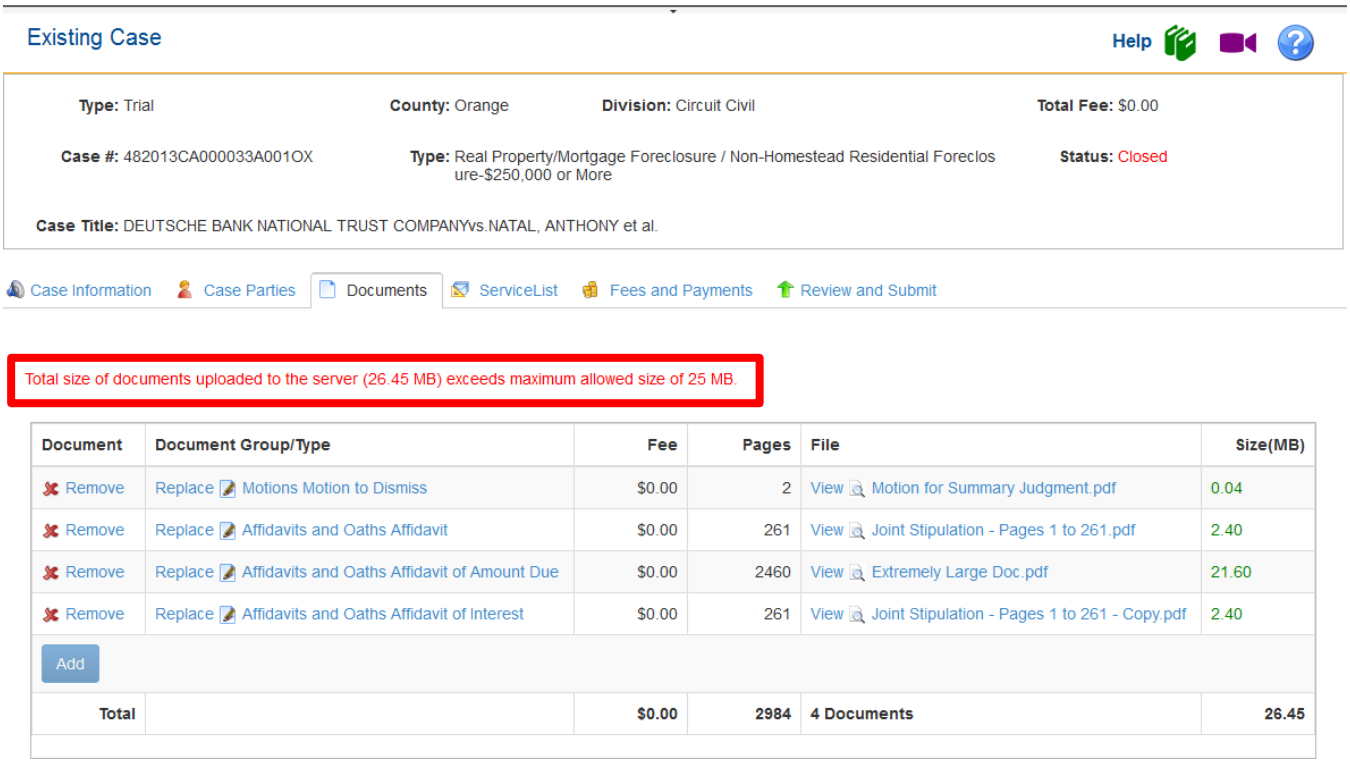


The documents will display in the list. Go through the Add document screen to add as many documents to this list as you wish to file into your case.

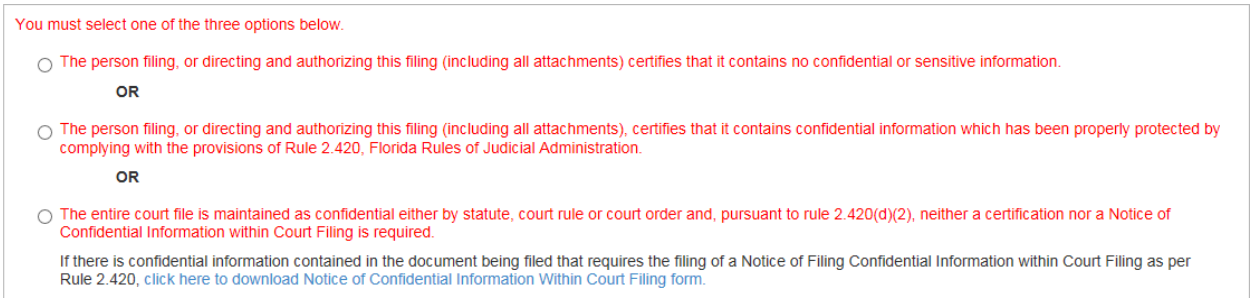

Existing Case
Help
Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: $0.00
Case #: 482013CA000033A001OX
Type: Real Property/Mortgage Foreclosure / Non-Homestead Residential Foreclosure-$250,000 or More
Status: Closed
Case Title: DEUTSCHE BANK NATIONAL TRUST COMPANYvs.NATAL, ANTHONY et al.
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Remove
Replace
Motions Motion to Dismiss
$0.00
2
View
Motion for Summary Judgment.pdf
0.04
Add
Total
$0.00
2
1 Documents
0.04
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

The document page also allows the E-Filer to **Replace** and **Remove** documents. Clicking **Add** again allows the E-Filer to add another document to the case. The size of the document added also appears so the E-Filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.



When the E-Filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the E-Filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on or **Save to Workbench** to continue at another time.


You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

Documents – Appellate Court

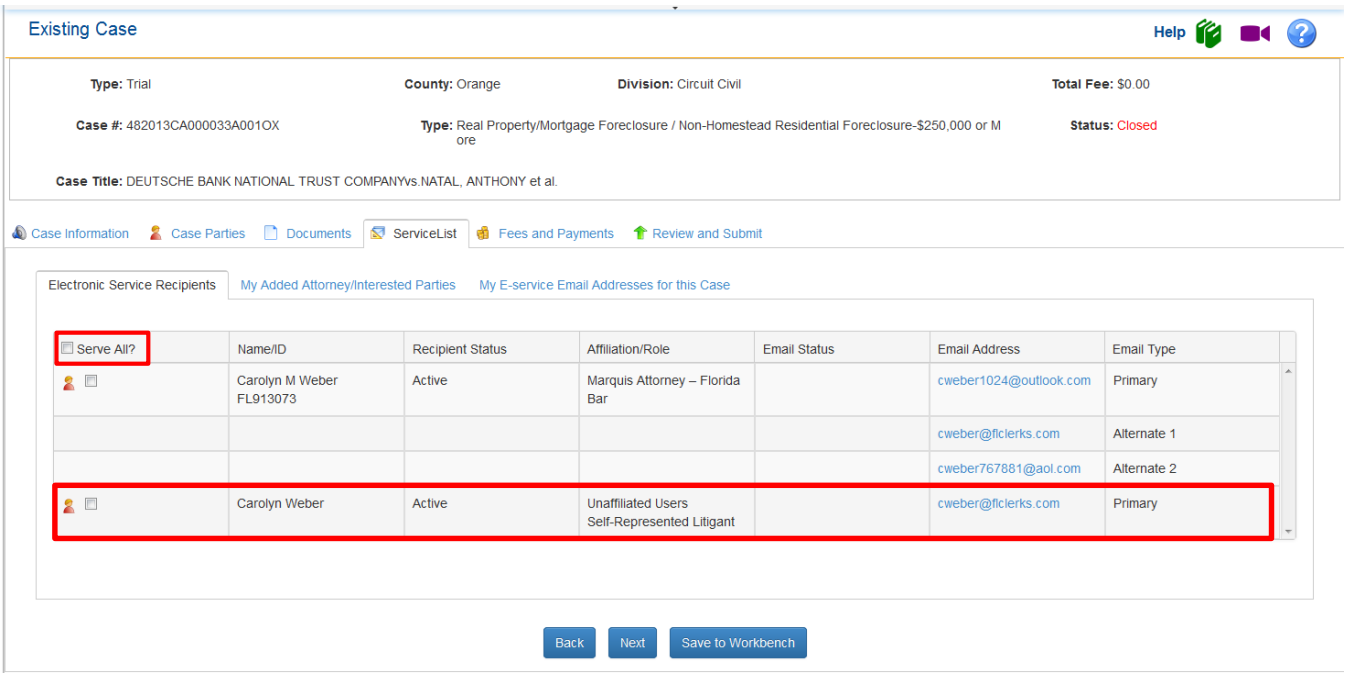
For the Appellate Court, to add your documents to the submission you do so the very same way you do on the Trial Court side. Please follow the instructions above to go through the **Documents** page to **Add** document to your submission

Once you have uploaded all your documents and appendices, you may save the submission to your Workbench to complete at a later time or you may continue on to file your documents.

Service List

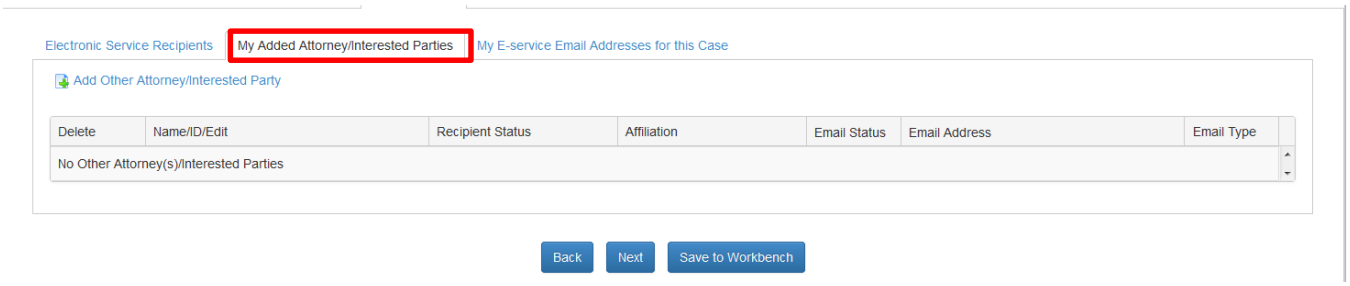
Next you see the **ServiceList** page. **Select from the Service Recipient List the parties you wish to serve by placing a check next to their name or to select everyone on the list place a check next to Serve All? at the top of the column.** Add Other Attorney/Interested Parties that are not listed in the Service Recipient List on this page that you wish to provide E-service of the documents to as well as select or designate the email addresses to which you wish to receive E-service of documents filed in this case.

Any email address that has received a bounced back email will be flagged with the yield icon as shown below. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged on the E-Service List.

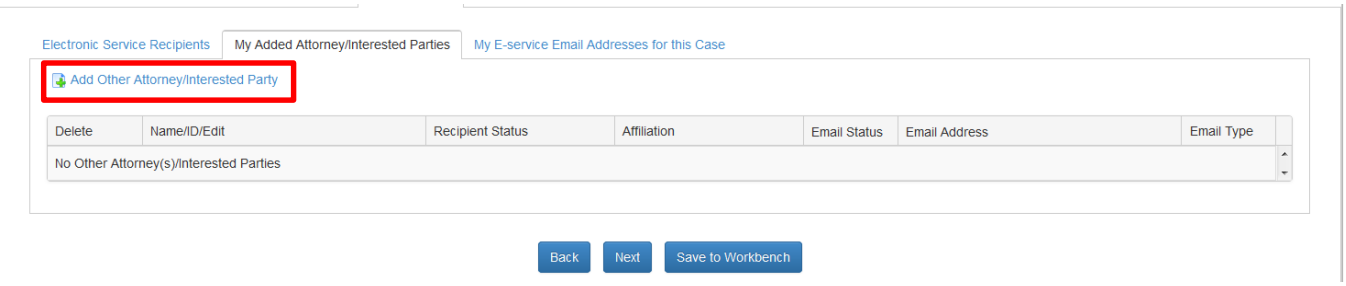


Other Attorney/Interested Party

To add someone to the E-service List, select the '**My Added Attorney/Interested Parties** tab.

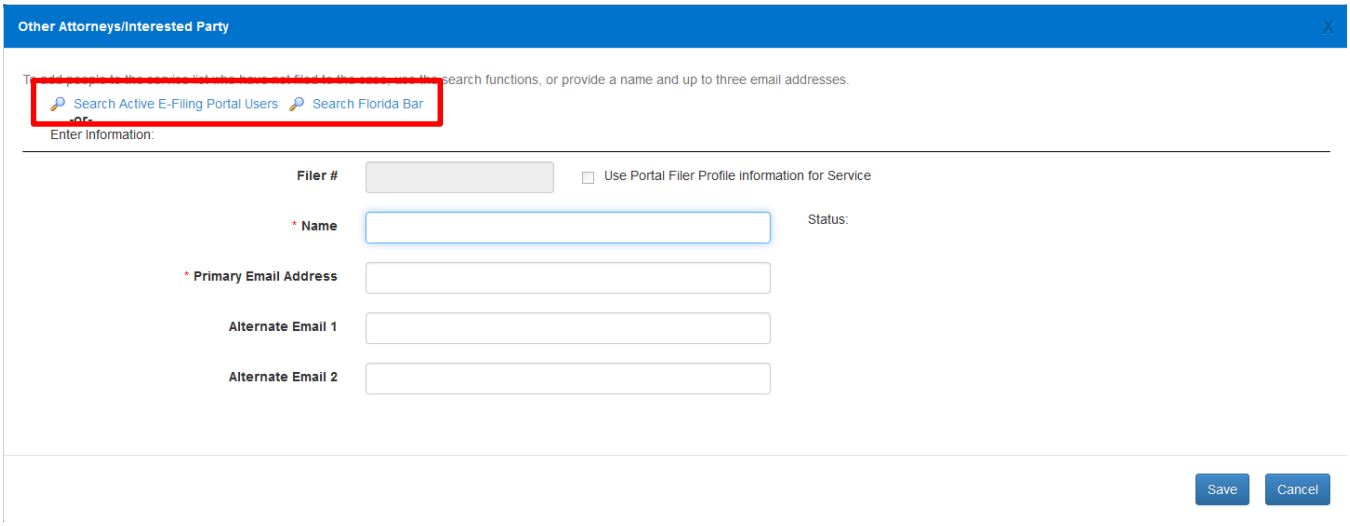


Then click on 'Add Other Attorney/Interested Party.



You may add a person using one of three options:

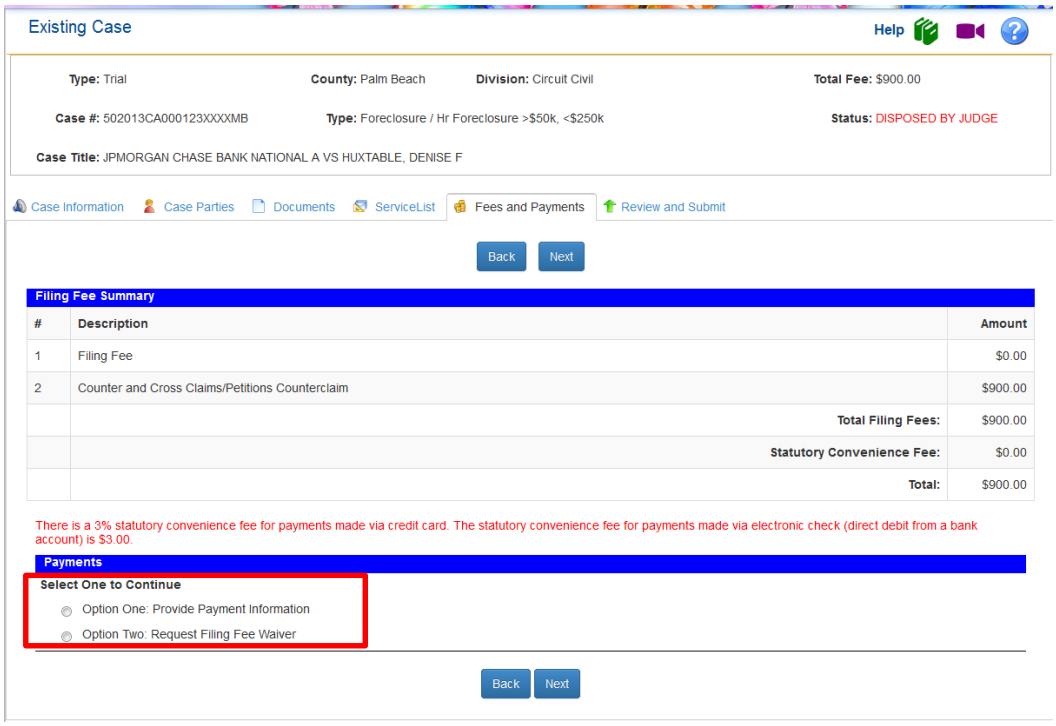
1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free texting in the name and email addresses of the person you are adding



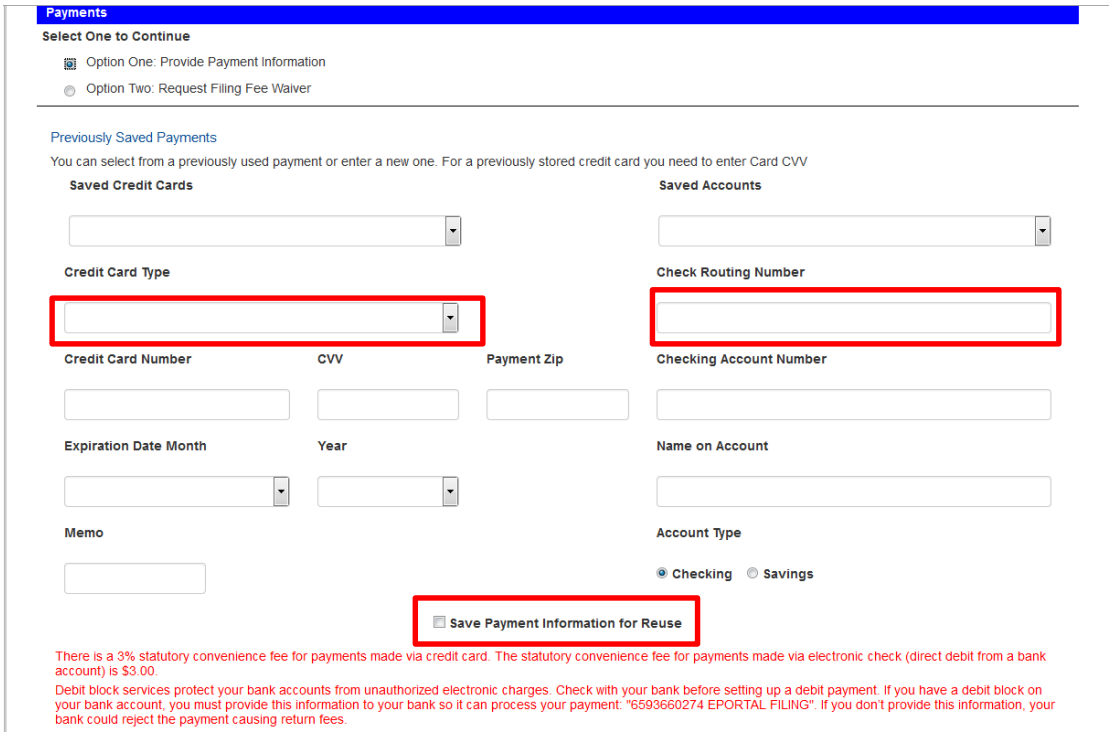
Select the appropriate link and follow the instructions or type in the Name and email addresses [at least one] of the person you wish to add to the E-service List and then click on Save.

Fees and Payments

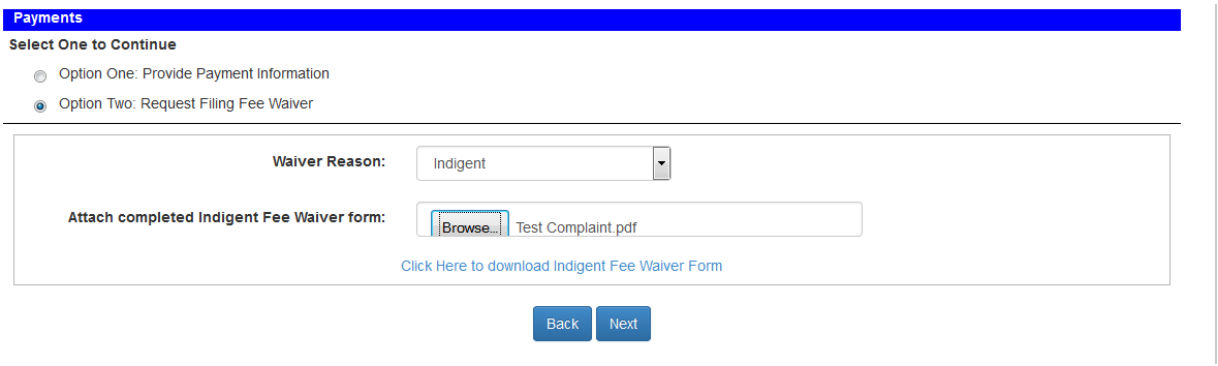
After the **ServiceList** page you are taken to the **Fees and Payments** Page. If there are no fees required, select **Next**. If the document you are filing has a statutory fee attached to that document, you will have to select your payment method to submit the fees. In the page below, there is a $900.00 statutory fee to file a counterclaim. Select either Option One or Option Two below.


Existing Case
Help
Type: Trial
County: Palm Beach
Division: Circuit Civil
Total Fee: $900.00
Case #: 502013CA000123XXXXMB
Type: Foreclosure / Hr Foreclosure >$50k, <$250k
Status: DISPOSED BY JUDGE
Case Title: JPMORGAN CHASE BANK NATIONAL A VS HUXTABLE, DENISE F
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Back
Next
Filing Fee Summary
Description Amount
1 Filing Fee $0.00
2 Counter and Cross Claims/Petitions Counterclaim $900.00
Total Filing Fees: $900.00
Statutory Convenience Fee: $0.00
Total: $900.00
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Back
Next

If you select Option One, you will have the option of using either a credit card or an ACH account. Enter in the account information and if you wish to use this payment option for future filings, select **Save Payment Information for Reuse**. Once the payment information has been entered, click on **Next** to continue.

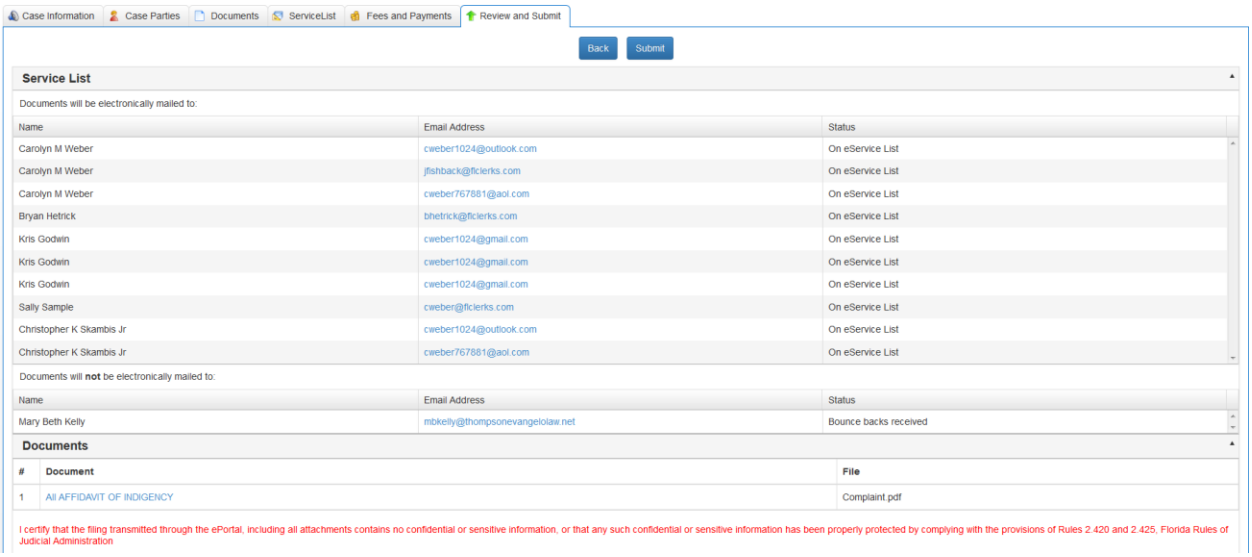

Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
Check Routing Number
Credit Card Number
CVV
Payment Zip
Checking Account Number
Expiration Date Month
Year
Name on Account
Memo
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

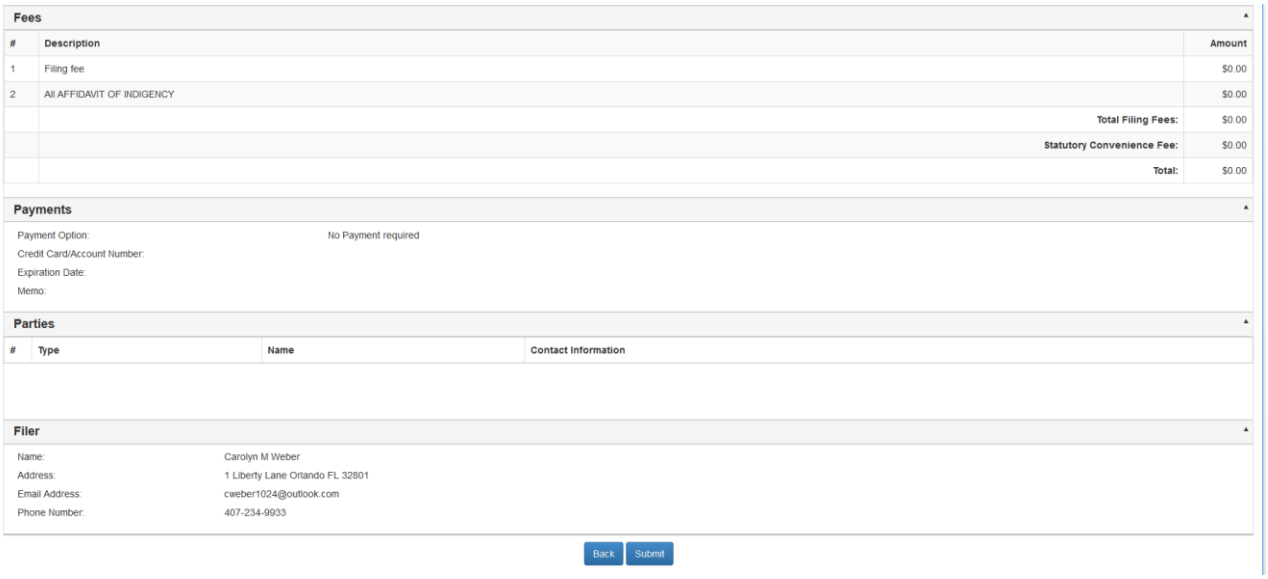
If you select Option Two, Select the **Waiver Reason** from the dropdown and attach the Indigent Fee Waiver form to the submission and click on **Next**.



Review and Submit – Trial Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList,** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**





Fees

#	Description	Amount
1	Filing fee	$0.00
2	AII AFFIDAVIT OF INDIGENCY	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

Payments

Payment Option: No Payment required
Credit Card/Account Number:
Expiration Date:
Memo:

Parties

#	Type	Name	Contact Information

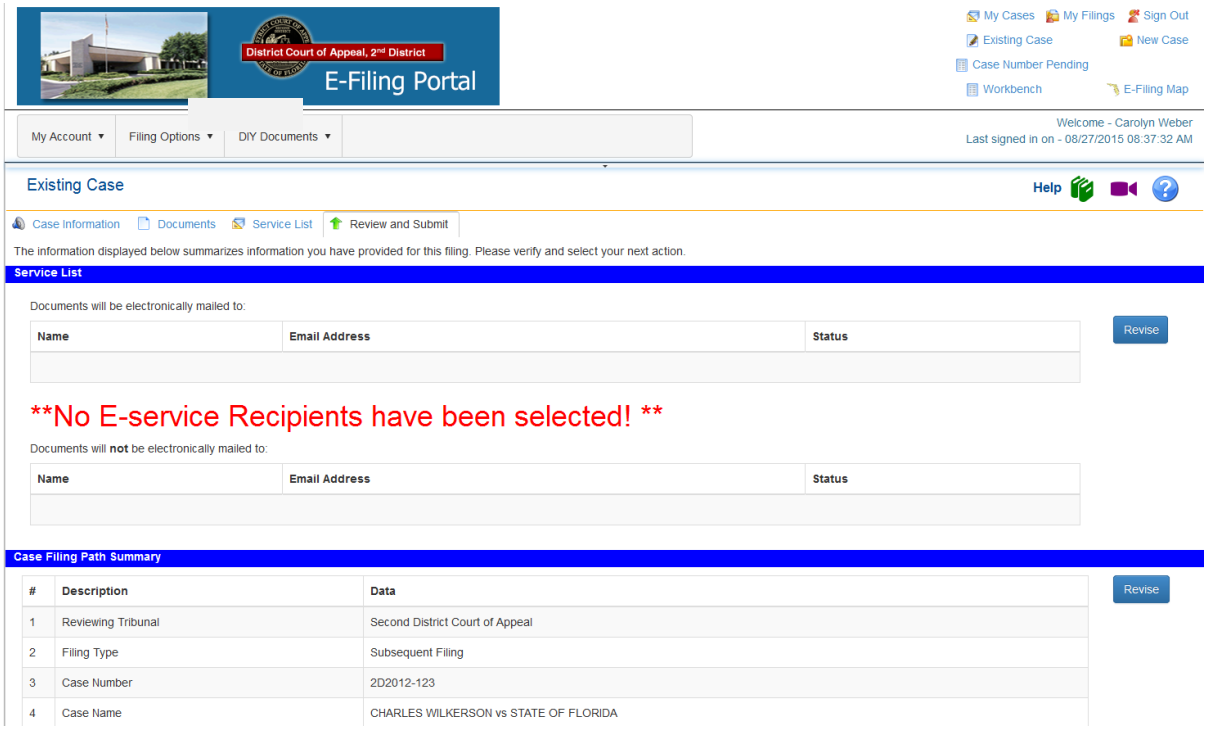
Filer

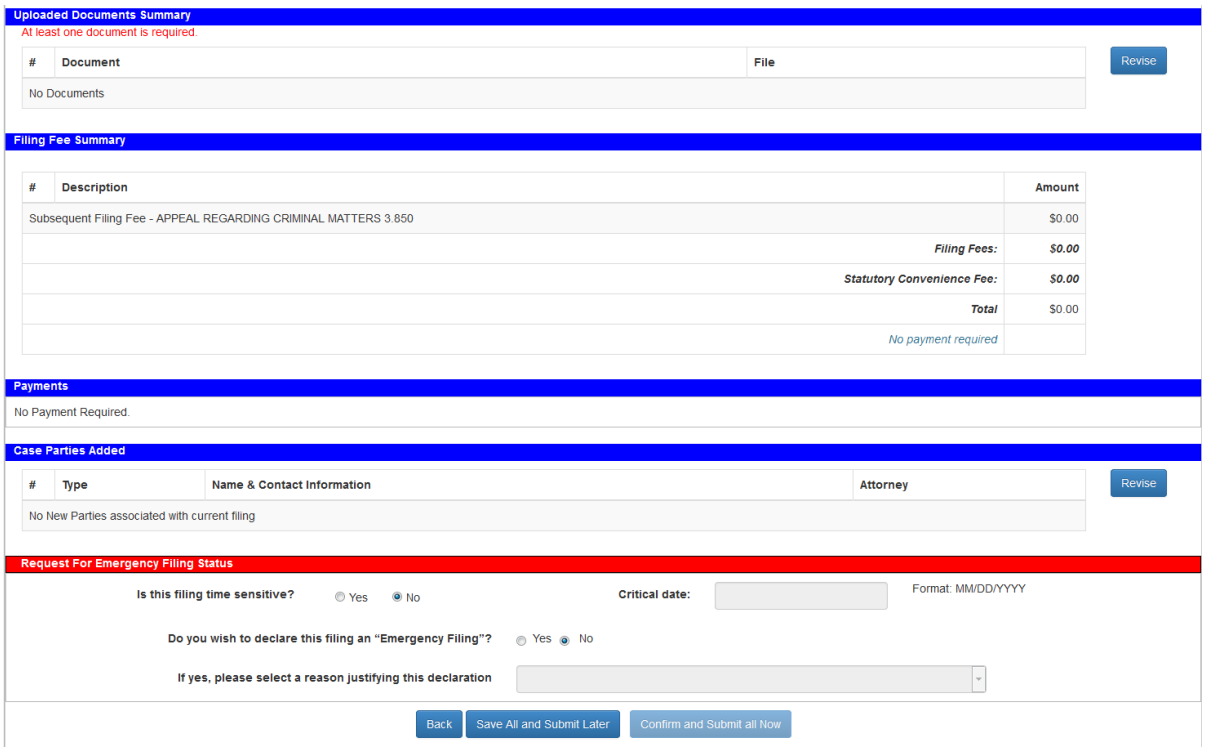
Name: Carolyn M Weber
Address: 1 Liberty Lane Orlando FL 32801
Email Address: cweber1024@outlook.com
Phone Number: 407-234-9933

Back Submit

Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, they will appear in red and the Filer may use the Revise button to correct the error. Once any edits to information have been made, Click **Submit.**




Uploaded Documents Summary
At least one document is required.
Document File
No Documents
Revise
Filing Fee Summary
Description Amount
Subsequent Filing Fee - APPEAL REGARDING CRIMINAL MATTERS 3.850 $0.00
Filing Fees: $0.00
Statutory Convenience Fee: $0.00
Total $0.00
No payment required
Payments
No Payment Required.
Case Parties Added
Type Name & Contact Information Attorney
No New Parties associated with current filing
Revise
Request For Emergency Filing Status
Is this filing time sensitive? Yes No
Critical date:
Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

User is taken to the **Filing Received Confirmation** page and received a Filing Confirmation email upon successful filing.

Filing Received Confirmation

2 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Uniform Case # you have provided is 482013CA000022A001OX
Clerk Case # you have provided is 2013-CA-000022-O
Reference # for this filing is 86320

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

You may want to print this page for your records. Print

Recent Filings

Refresh

Filing #	UCN	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
86320	482013CA000022A001OX	2013-CA-000022-O	Pending Review	Orange	Circuit Civil	12/19/2013 11:21:22 AM	
86212	482013CA000023A001OX	2013-CA-000023-O	Pending Review	Orange	Circuit Civil	12/19/2013 08:14:13 AM	

And a Filing Confirmation email is sent to all the email addresses on the user's profile.

Filing Received

noreplytest@myflcourtaccess.com

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Tue 4/7/2015 9:52 AM

To:

This email verifies the receipt of 1 document submitted by you to Columbia Circuit Civil on 04/07/2015 09:51:46 AM.

UCN:	122014CA000054CAAXMX
Clerk Case #:	14000054CAAXMX
Case Style:	ARNOLD, SUSAN J VS GULED, ABDIQANIA
Document Title:	COPY OF DRIVERS LICENSE
Matter #:	
Memo:	
Filing Fee:	$0.00
All COPY OF DRIVERS LICENSE:	$0.00
Statutory Convenience Fee:	$0.00
Total Fee:	$0.00
Fee Status:	Assessed
Paid By:	No Payment Required
MFC Order #:	

The E-Portal reference number of this filing is: 235819. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk.

Follow us on Twitter @FLCourtsEFiling

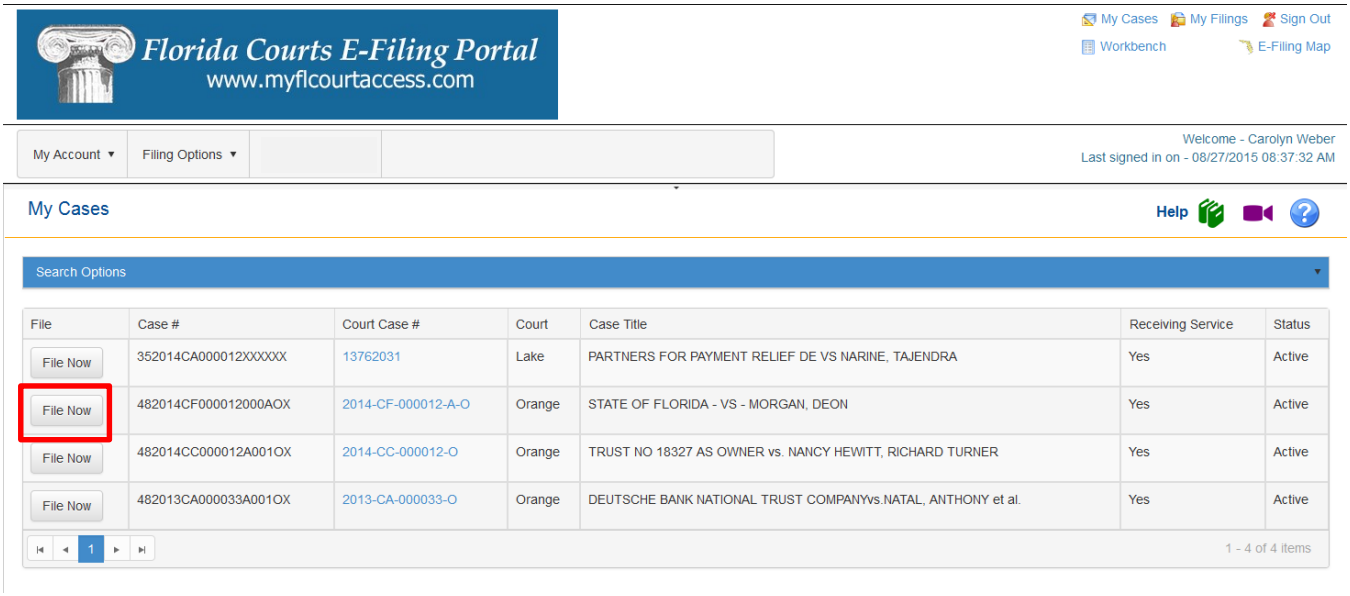
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

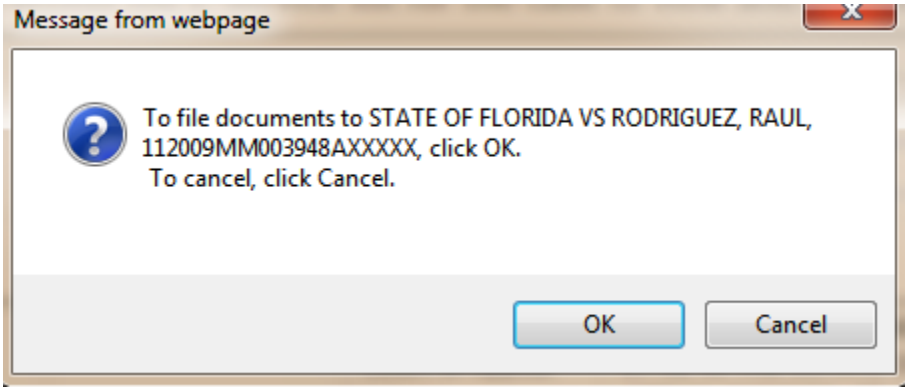
This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Circuit Civil division.

Filing to an Existing Case from the My Cases Page

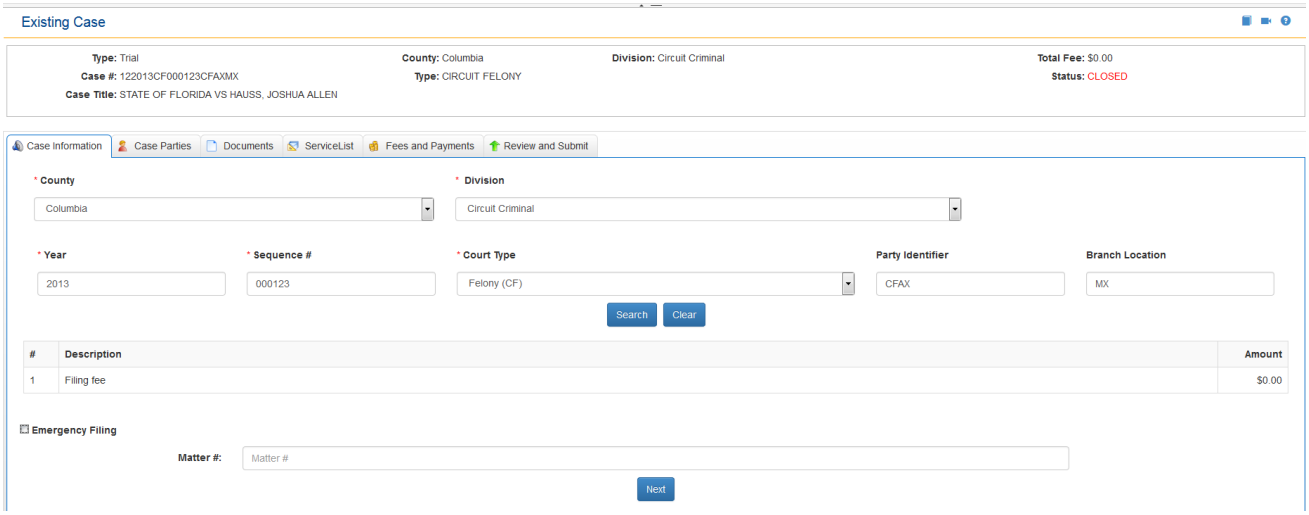
Once you have filed electronically to a case, the case will be added to your **My Cases** page. If you want to file to that case again, go to the **My Cases** page and click the File Now button next to the case you wish to file to.



You will receive a message to verify that you wish to file to the case. Click **OK** to continue.


Message from webpage
To file documents to STATE OF FLORIDA VS RODRIGUEZ, RAUL, 112009MM003948AXXXXX, click OK.
To cancel, click Cancel.
OK
Cancel

The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the **Case Information** page in the Portal where you will continue on filing your documents.



Select "**Emergency Filing**" if in fact it is a true emergency and provide a **Matter #** if you wish to be able to search your My Filing or My Cases page by a Matter #. It is not a required field and mostly used by attorneys that assign clients a Matter # within their law firm. Then click on **Next** to continue the filing process and submit your documents.

New Case

Filing to Create a New Case

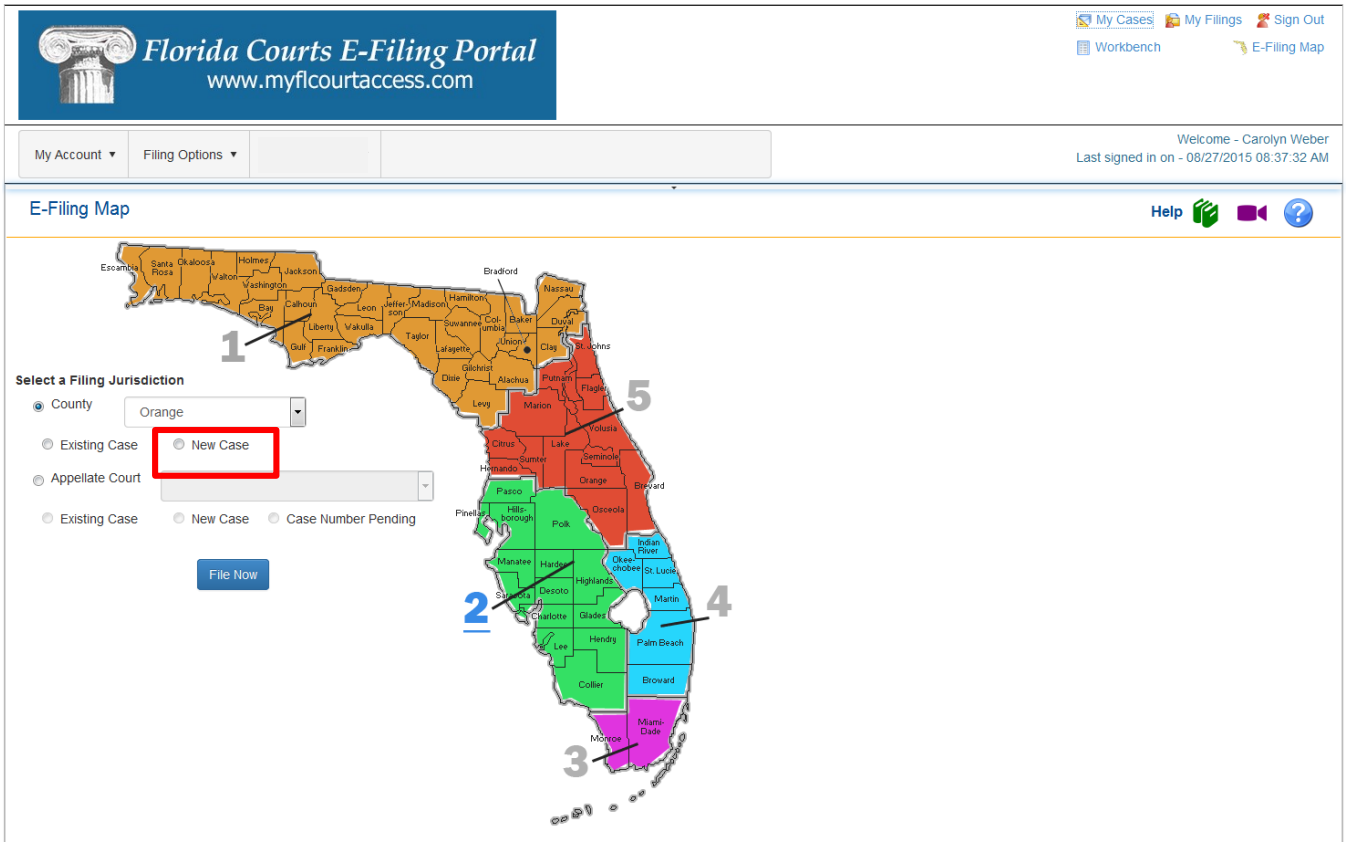
If you are creating a new case with the Clerk, you begin your filing from the E-Filing Map.

Process

Trial Court: Select County or click on the county in the map

Appellate Court: Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.

Choose the **New Case** Link when filing a new case.



The filer is taken to the **Case Information** page.

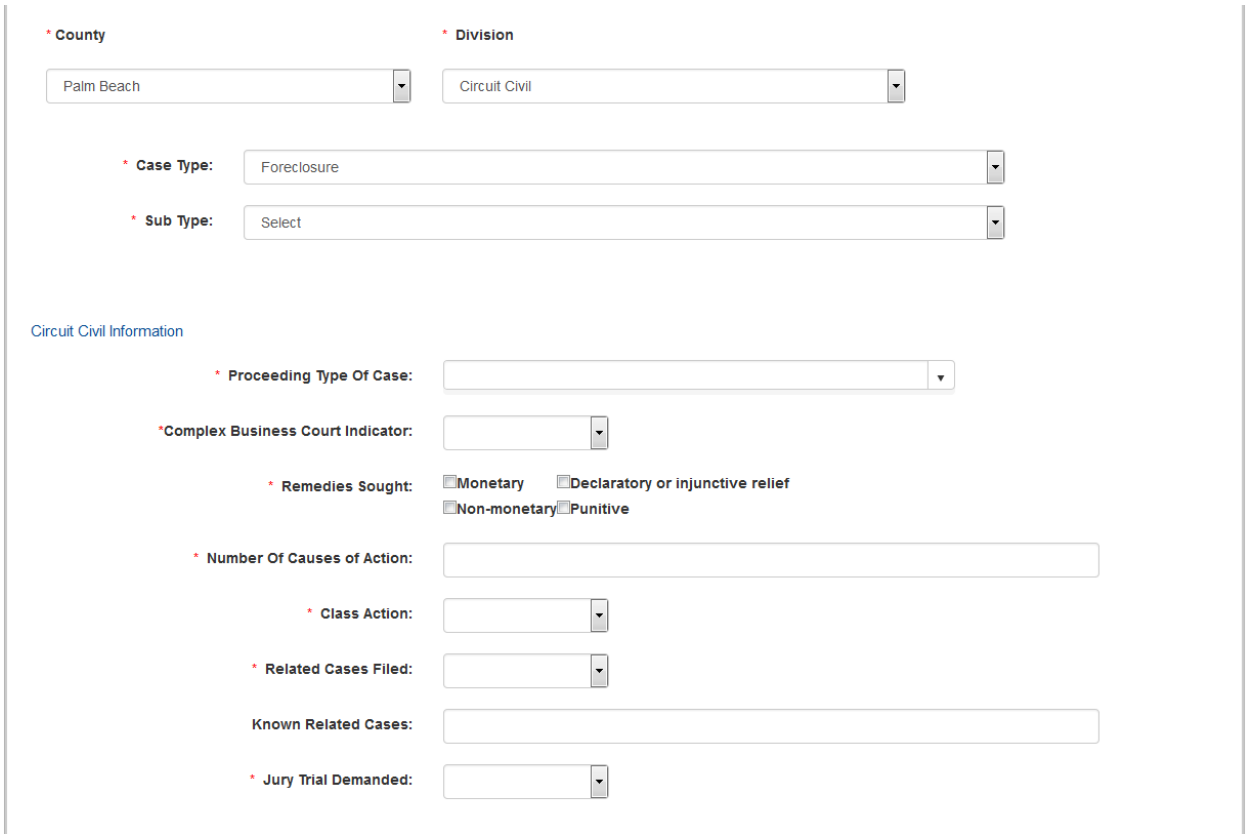
Adding Case Information – Trial Court

E-Filers can enter new case information. When the case information is reviewed by the county staff a case number will be assigned. The E-Filer will receive a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the My Filings list will be populated with the case number in place of the 'new case' text.

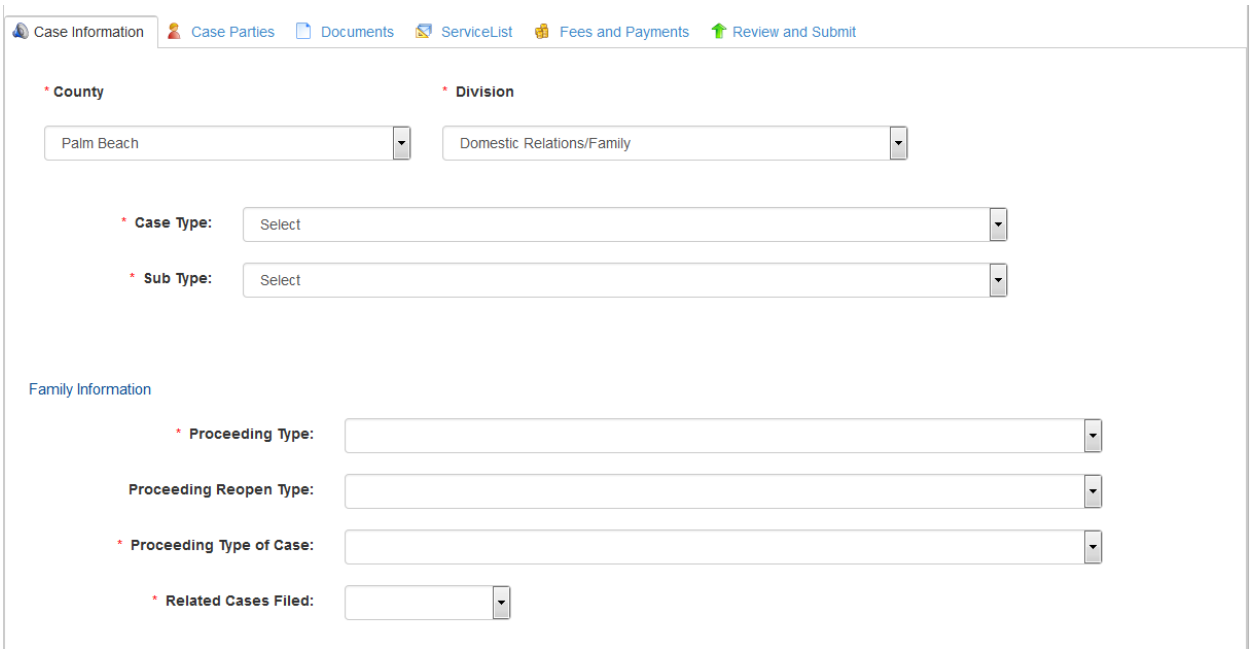
From the available dropdown menus select the following:

- **Division**
- **Case Type**
- **Sub Type**

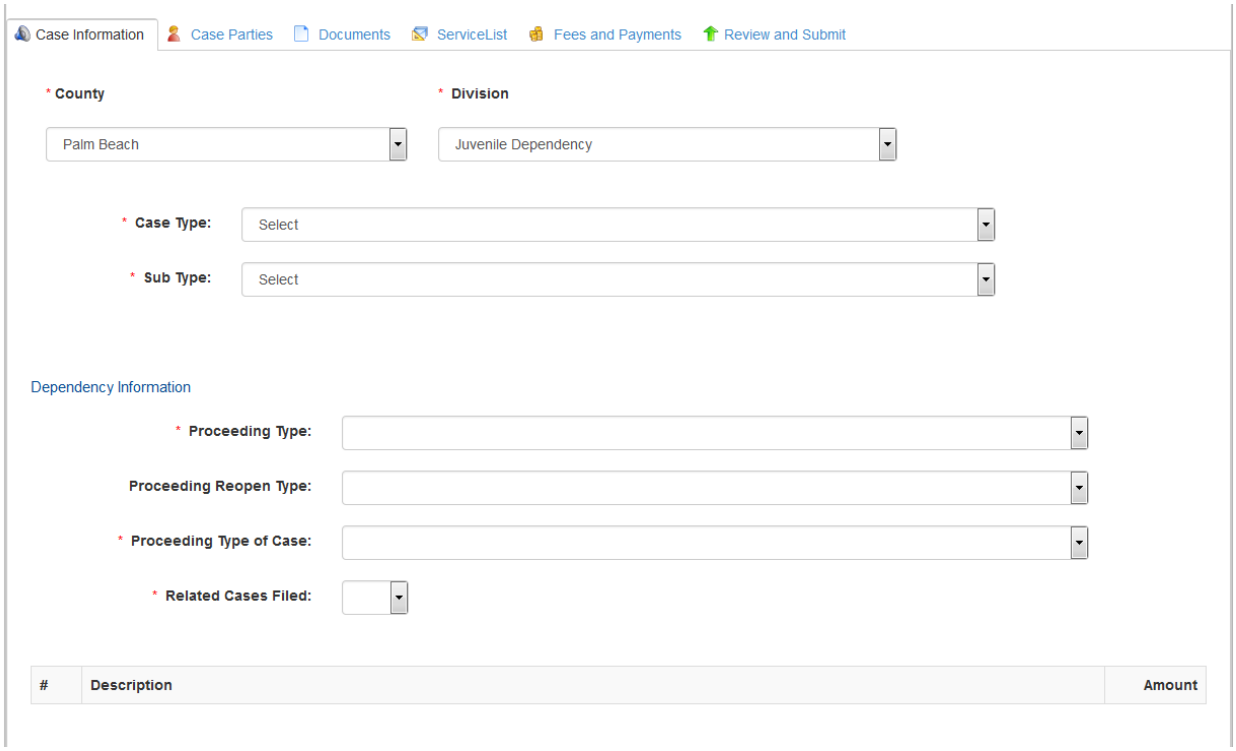
Required data elements put forth by the Florida Courts Technology Committee (FCTC) are required for all divisions. These data element vary from one division to another.
Civil:



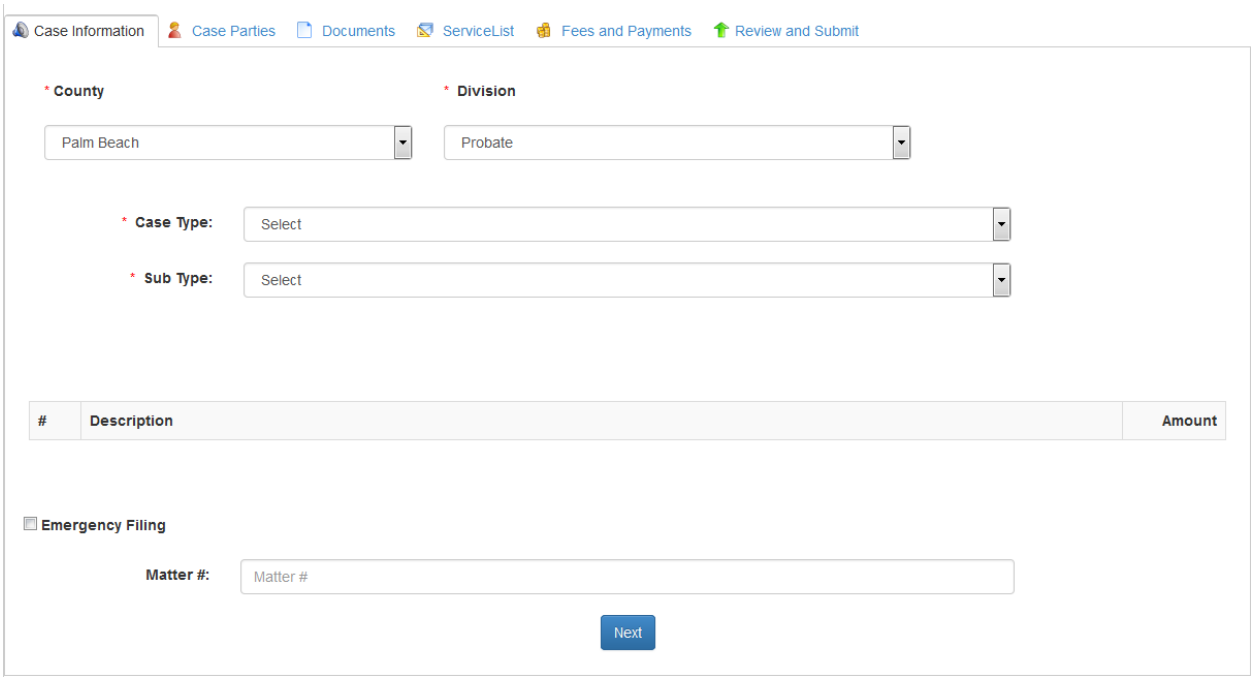
Family:



Juvenile Dependency:

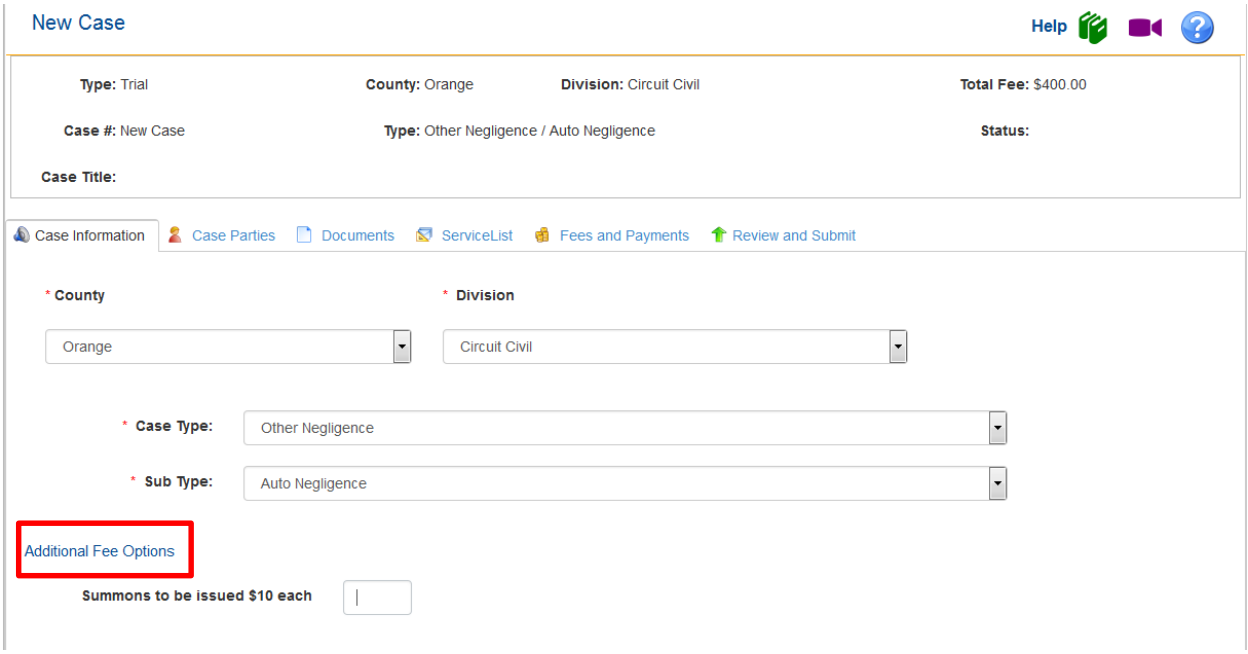


Probate



Note: Items in the dropdown lists are dependent on what is available in the county. Not all divisions in a county allow case initiation in the Portal.

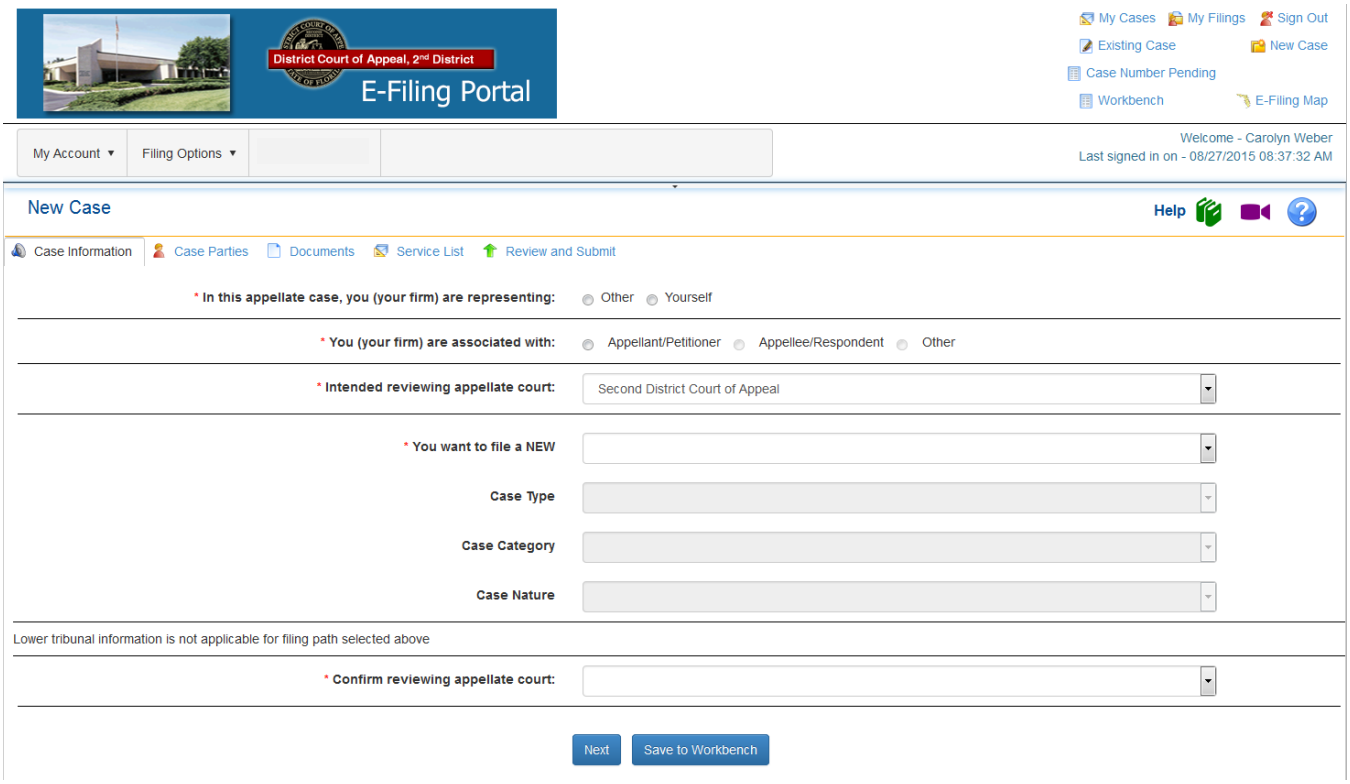
If there are Additional Fees associated with the Case Type, they will automatically be displayed for selection as necessary. For example, if you have summons to be issued you would type in the number of summons in the box and the summons fee would be calculated and added to the filing fee. The filing fee amount(s) automatically calculate based on the selections made by the E-Filer.



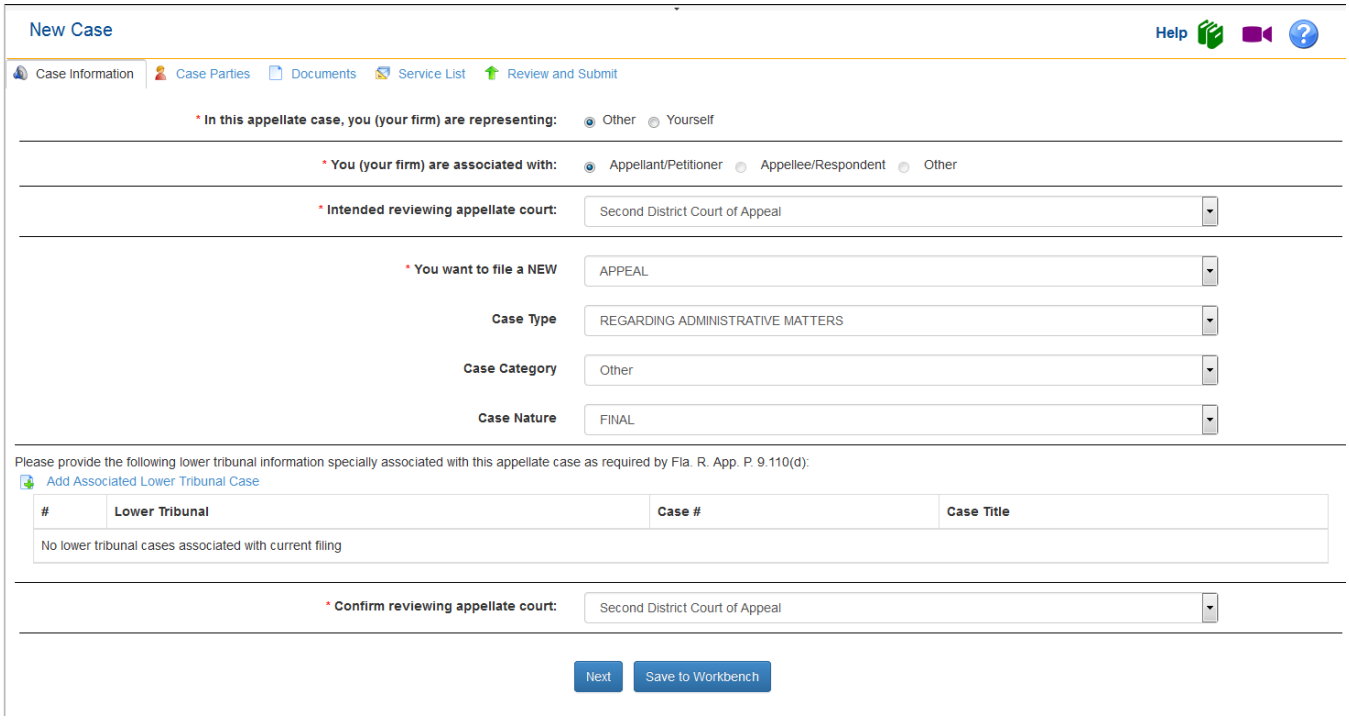
When complete, click on the **Next** button. The filer may move through the process by clicking on the Next button when each page is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review and Submit).
Note: Emergency Filing flag – Each county may handle emergency filing differently. Please contact the county for information regarding the emergency filing processing procedure.

Case Information – Appellate Court

All required fields on this page are marked with a red asterisk (*). Be sure to complete each piece of information to submit your new case.



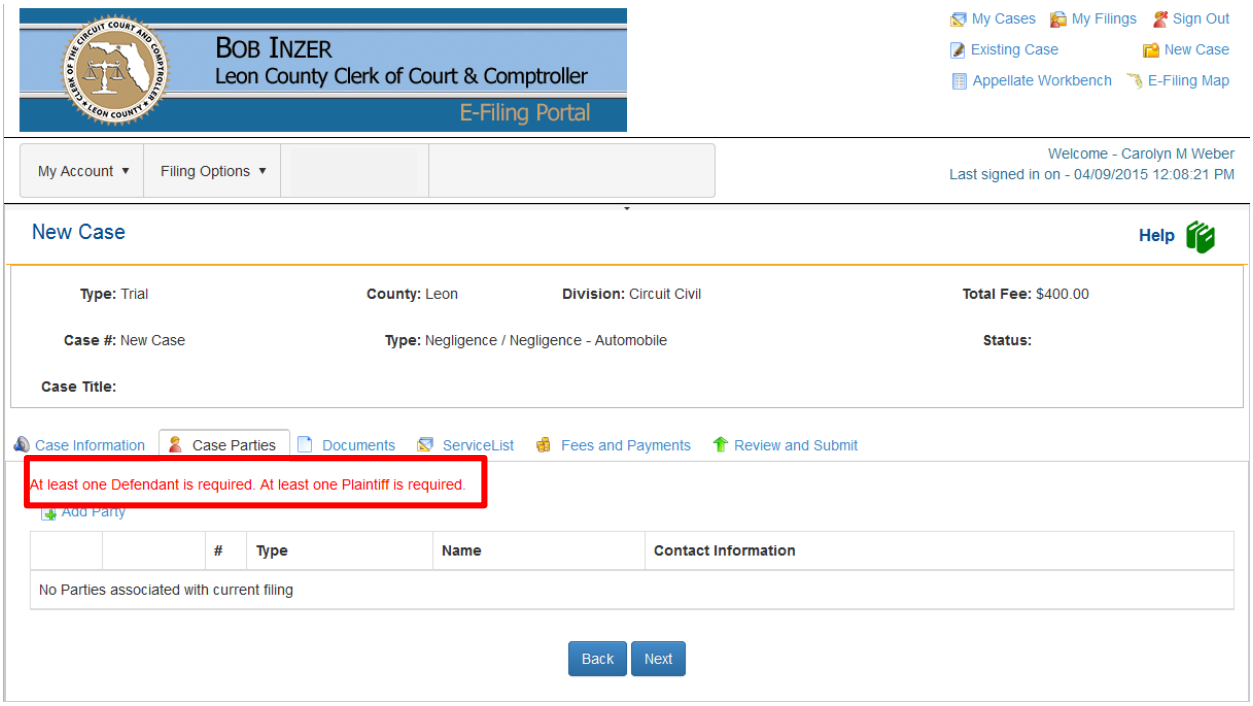
Complete the required fields that are marked with a red asterisk. At the very bottom of the page, you will need to confirm the reviewing appellate court by selecting the court you are submitting your new case to from the dropdown. It must match the 'Intended reviewing appellate court' you selected at the top of that page.



Then click on Next to get to the **Case Parties** screen.

Adding / Editing Party Information – Trial Court

The filer is directed to the **Case Parties** page. Click **Add Party** to add a party to the case.

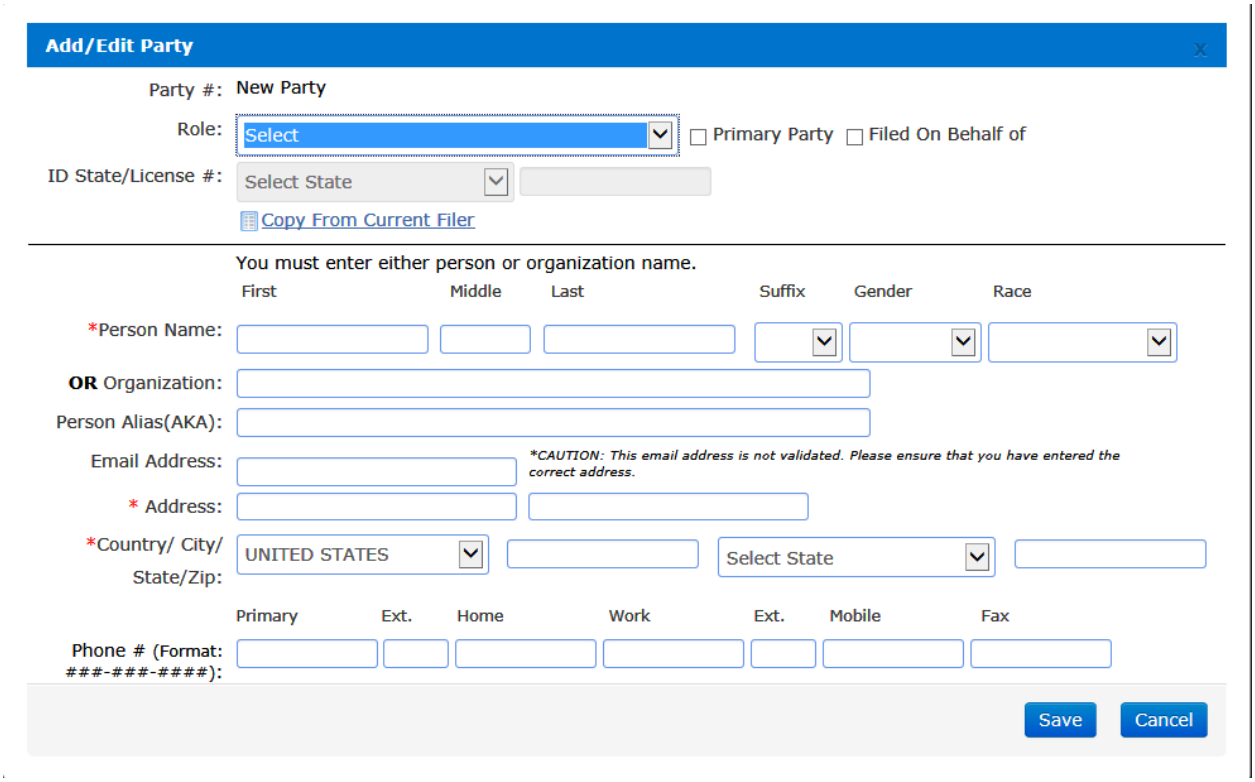


Select **Role** and select either **Primary Party** and/or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party's involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

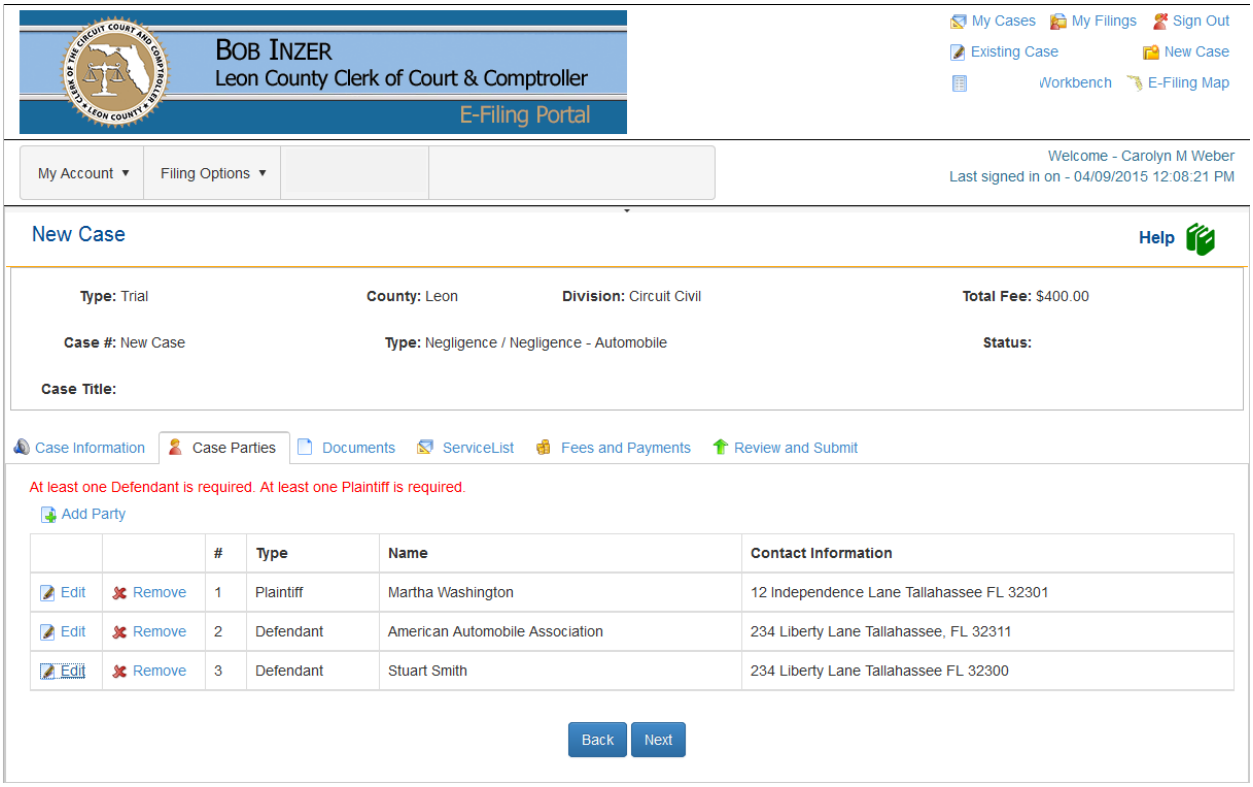
When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the Self-Represented Litigant is an actual party to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.



Click the Save button when entries are complete.

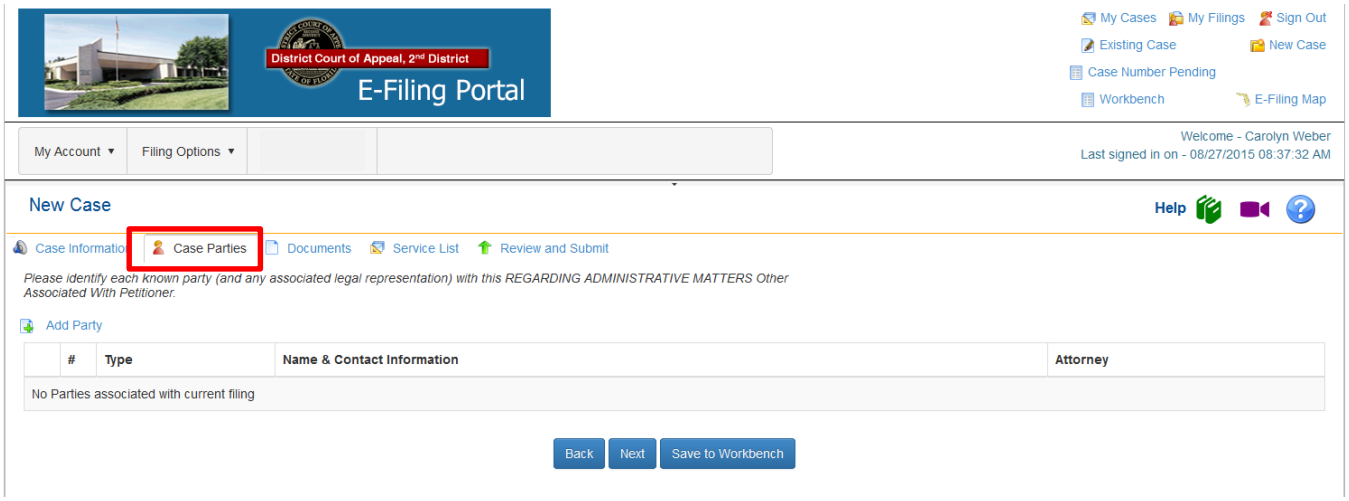
The party page refreshes and the party that was just added will be displayed in the list.



The party page also allows the E-Filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case.
When the E-Filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar.

Adding / Editing Party Information – Appellate Court

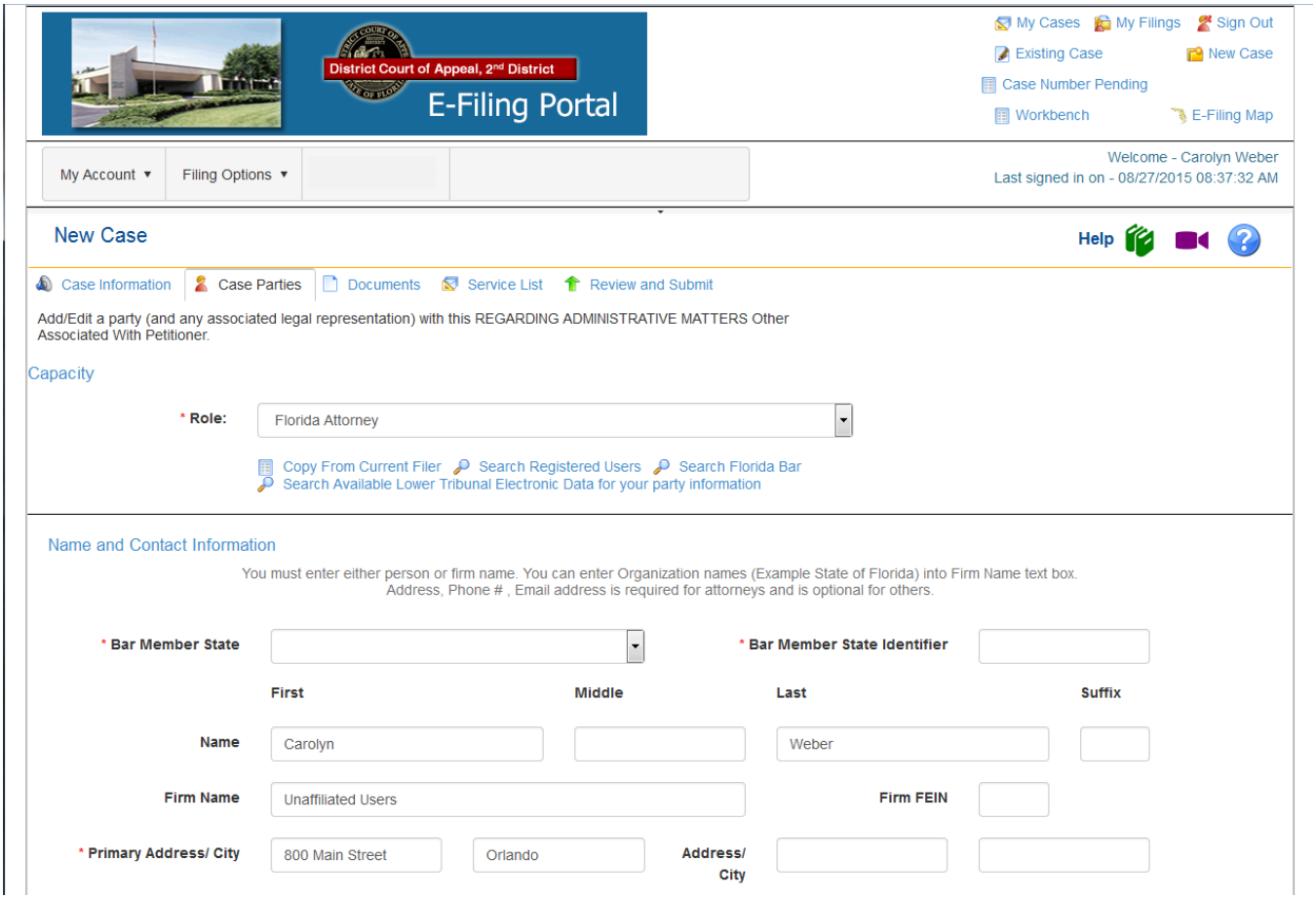
The filer is directed to the Parties page. Click **Add Party** to add a party to the case.

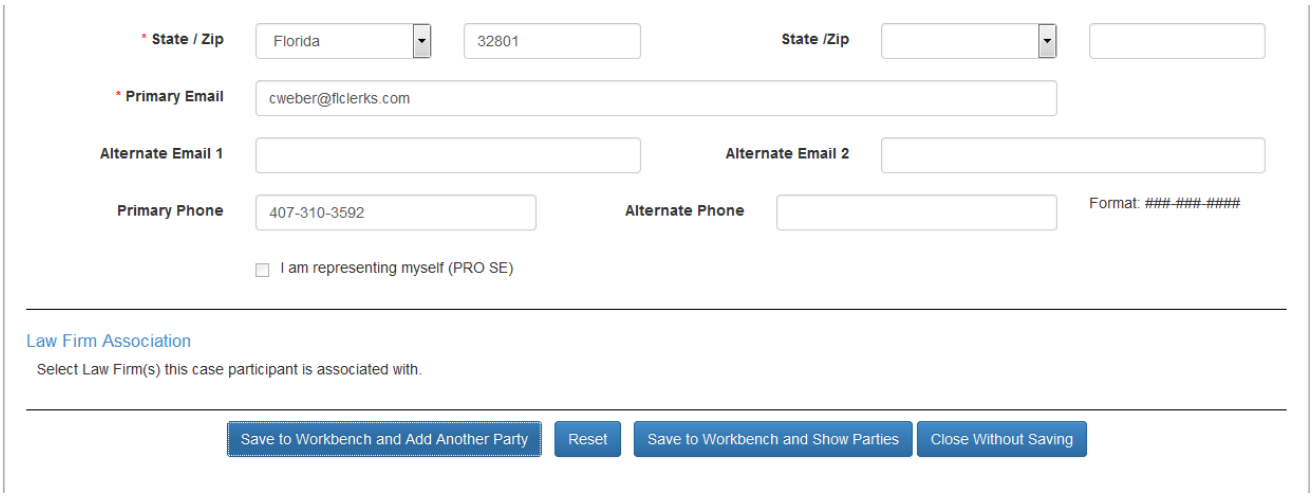


Select the Role from the drop down. Add the Petitioner/Appellate and Respondent/Appellee parties.

When adding a party you have 3 options:

1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the Self-Represented Litigant is adding himself to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

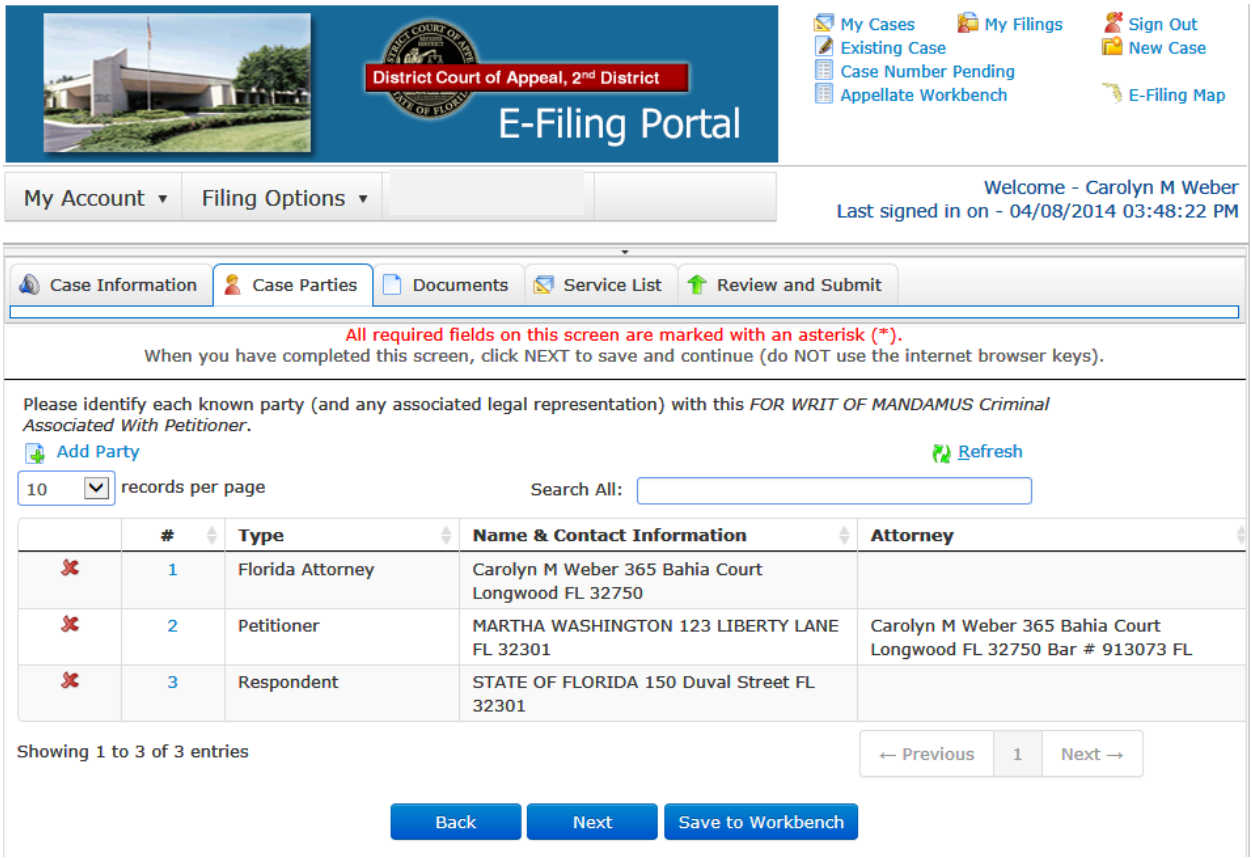




Then click on **Save to Workbench and Add Another Party**. Go through the above screen to add in all of your parties.

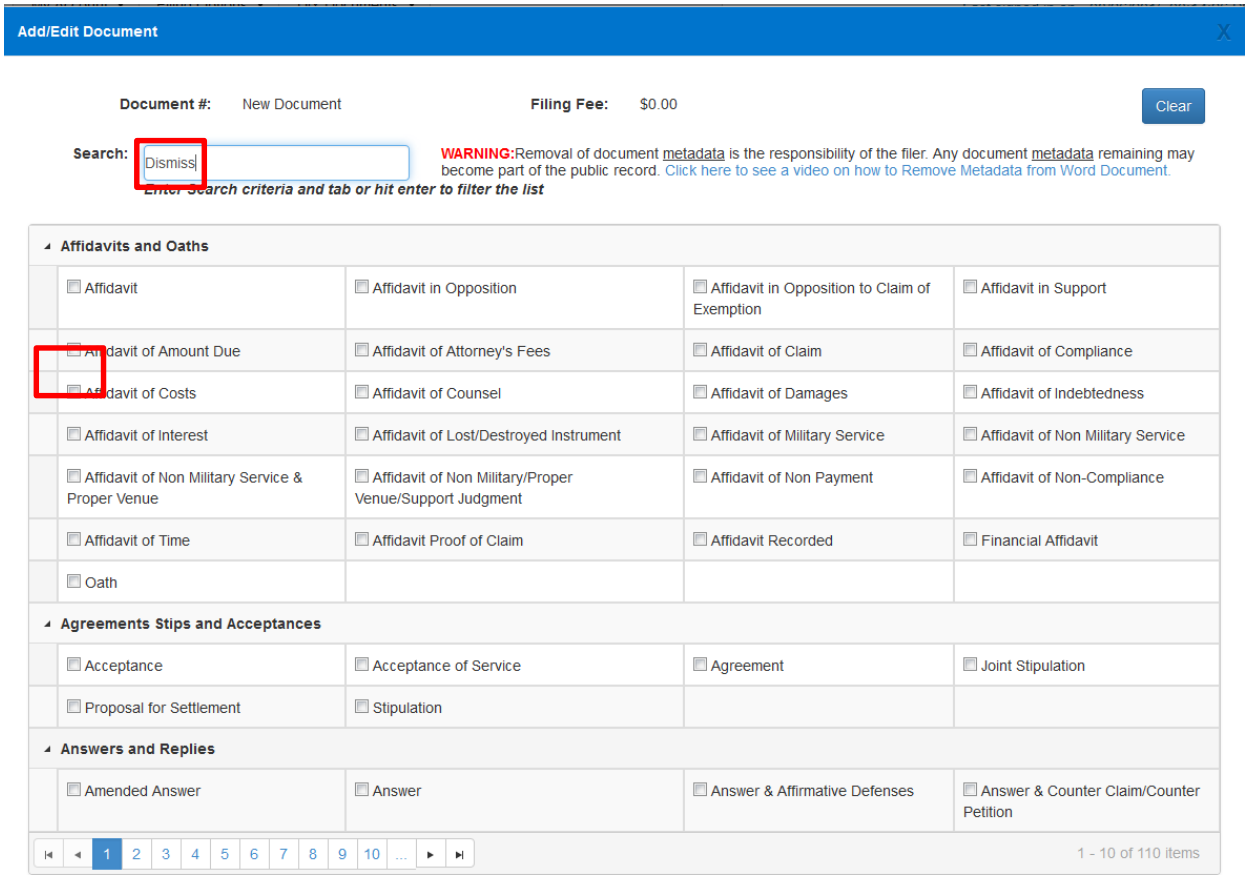
Continue adding all your parties to the case and when you have finished, select **Save to Workbench and Show Parties.**

The parties you entered will be displayed. To make any changes to the party information, click on the number in the '#' column to get back to the party screen and make any changes necessary. Once you have made any necessary changes, click on **Next** or **Save to Workbench**.

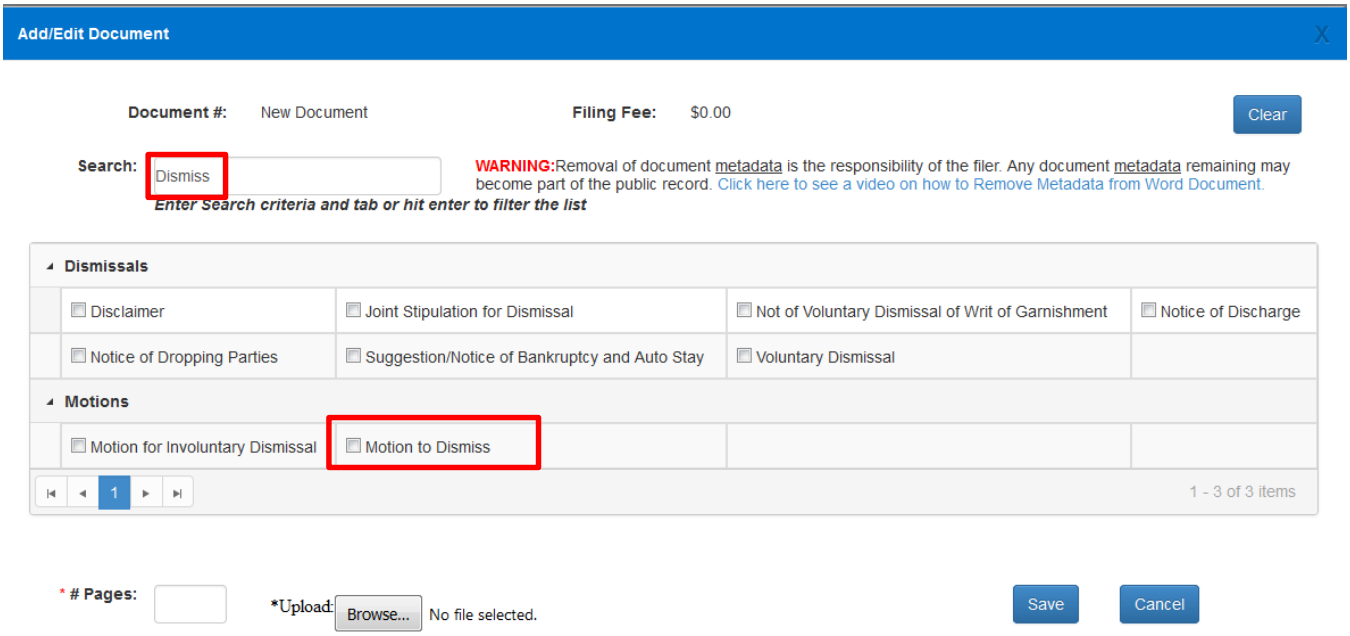

District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Please identify each known party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.
Add Party
Refresh
10 records per page
Search All:
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Showing 1 to 3 of 3 entries
← Previous
1
Next →
Back
Next
Save to Workbench

Adding Documents – Trial Court

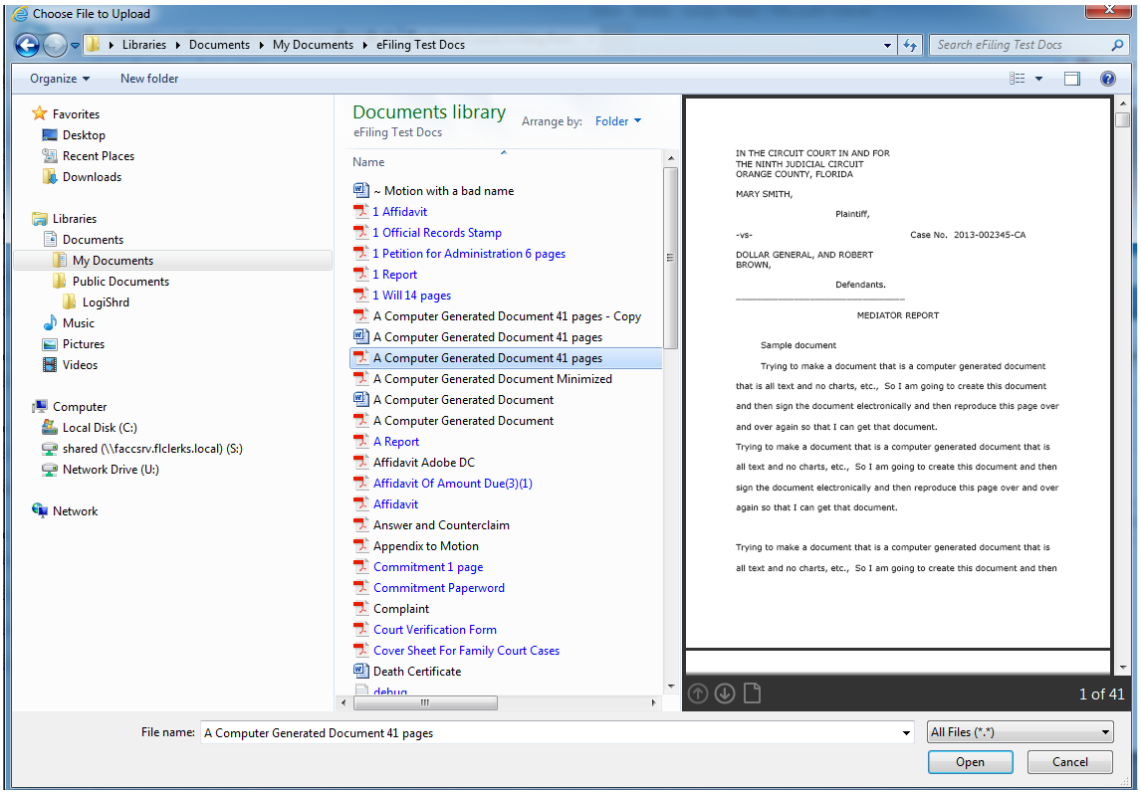
The **Documents** Page is next. Click **Add** to add a document to the case.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter search criteria and tab or hit enter to filter the list
Affidavits and Oaths
Affidavit
Affidavit in Opposition
Affidavit in Opposition to Claim of Exemption
Affidavit in Support
Affidavit of Amount Due
Affidavit of Attorney's Fees
Affidavit of Claim
Affidavit of Compliance
Affidavit of Costs
Affidavit of Counsel
Affidavit of Damages
Affidavit of Indebtedness
Affidavit of Interest
Affidavit of Lost/Destroyed Instrument
Affidavit of Military Service
Affidavit of Non Military Service
Affidavit of Non Military Service & Proper Venue
Affidavit of Non Military/Proper Venue/Support Judgment
Affidavit of Non Payment
Affidavit of Non-Compliance
Affidavit of Time
Affidavit Proof of Claim
Affidavit Recorded
Financial Affidavit
Oath
Agreements Stips and Acceptances
Acceptance
Acceptance of Service
Agreement
Joint Stipulation
Proposal for Settlement
Stipulation
Answers and Replies
Amended Answer
Answer
Answer & Affirmative Defenses
Answer & Counter Claim/Counter Petition
1 - 10 of 110 items

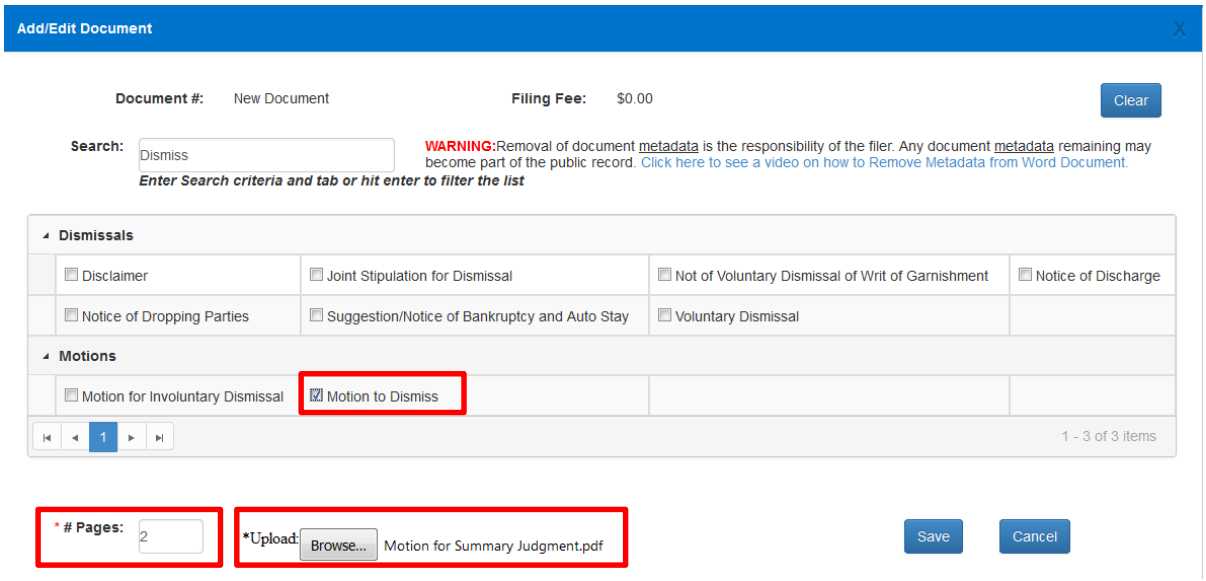
This will pull up the list of documents that have that word in their title. Select the document you are going to file from the list displayed. If the exact name of your document does not appear, select the document that most closely resembles the document you are going to file.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Dismissals
Disclaimer
Joint Stipulation for Dismissal
Not of Voluntary Dismissal of Writ of Garnishment
Notice of Discharge
Notice of Dropping Parties
Suggestion/Notice of Bankruptcy and Auto Stay
Voluntary Dismissal
Motions
Motion for Involuntary Dismissal
Motion to Dismiss
1 - 3 of 3 items
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

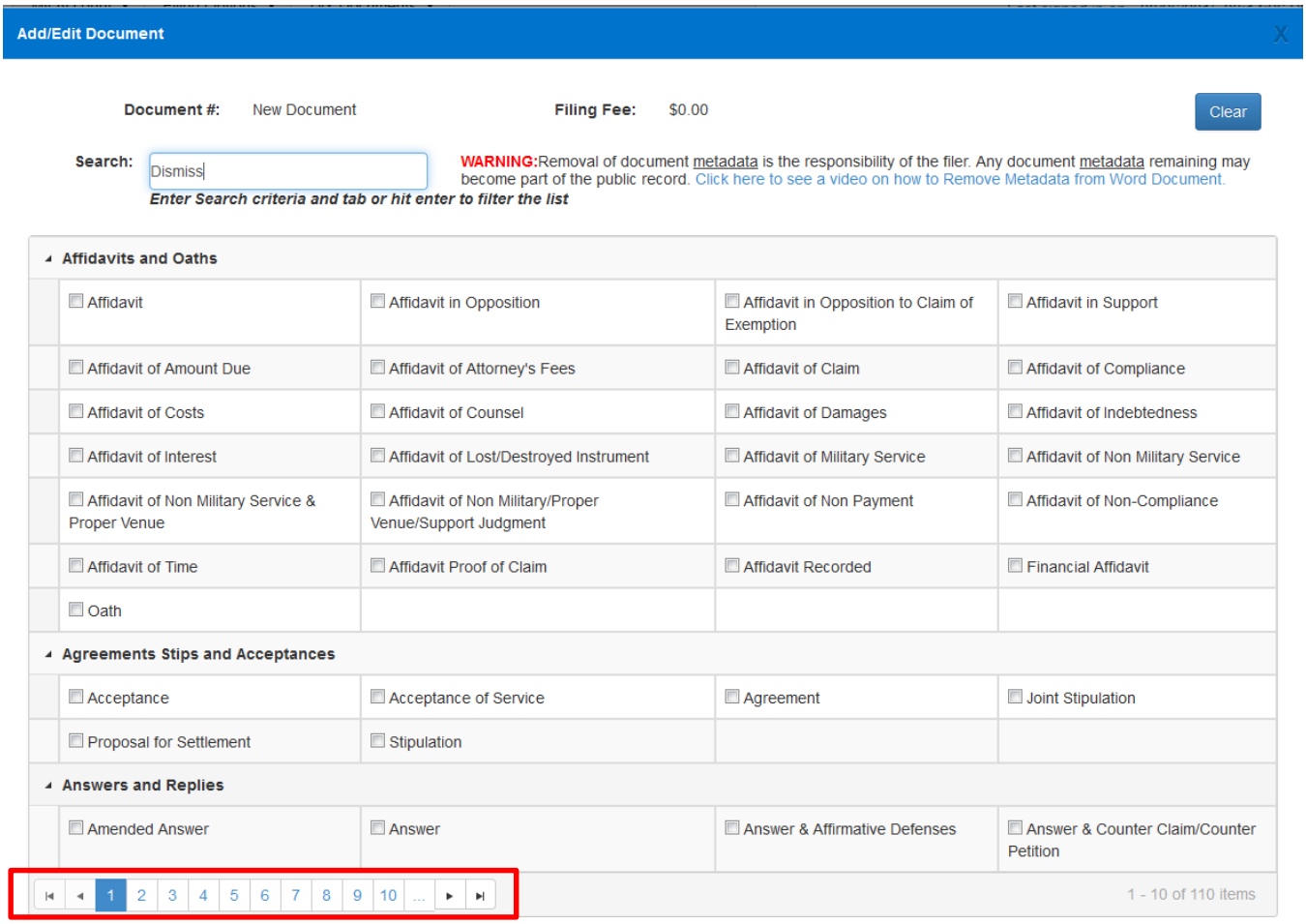
Then type in the number of pages and browse out to your computer where you have created your document using your word processor, attached your signature [s/YOUR TYPED NAME] to the document and saved your document as a PDF and attach this PDF document to this submission by clicking on Open.


Choose File to Upload
Libraries ▸ Documents ▸ My Documents ▸ eFiling Test Docs
Search eFiling Test Docs
Organize
New folder
Favorites
Desktop
Recent Places
Downloads
Libraries
Documents
My Documents
Public Documents
LogiShrd
Music
Pictures
Videos
Computer
Local Disk (C:)
shared (\\faccsrv.flclerks.local) (S:)
Network Drive (U:)
Network
Documents library
eFiling Test Docs
Arrange by: Folder
Name
~ Motion with a bad name
1 Affidavit
1 Official Records Stamp
1 Petition for Administration 6 pages
1 Report
1 Will 14 pages
A Computer Generated Document 41 pages - Copy
A Computer Generated Document 41 pages
A Computer Generated Document 41 pages
A Computer Generated Document Minimized
A Computer Generated Document
A Computer Generated Document
A Report
Affidavit Adobe DC
Affidavit Of Amount Due(3)(1)
Affidavit
Answer and Counterclaim
Appendix to Motion
Commitment 1 page
Commitment Paperword
Complaint
Court Verification Form
Cover Sheet For Family Court Cases
Death Certificate
IN THE CIRCUIT COURT IN AND FOR THE NINTH JUDICIAL CIRCUIT ORANGE COUNTY, FLORIDA
MARY SMITH,
Plaintiff,
-vs-
Case No. 2013-002345-CA
DOLLAR GENERAL, AND ROBERT BROWN,
Defendants.
MEDIATOR REPORT
Sample document
Trying to make a document that is a computer generated document that is all text and no charts, etc., So I am going to create this document and then sign the document electronically and then reproduce this page over and over again so that I can get that document.
Trying to make a document that is a computer generated document that is all text and no charts, etc., So I am going to create this document and then sign the document electronically and then reproduce this page over and over again so that I can get that document.
Trying to make a document that is a computer generated document that is all text and no charts, etc., So I am going to create this document and then
1 of 41
File name: A Computer Generated Document 41 pages
All Files (*.*)
Open
Cancel

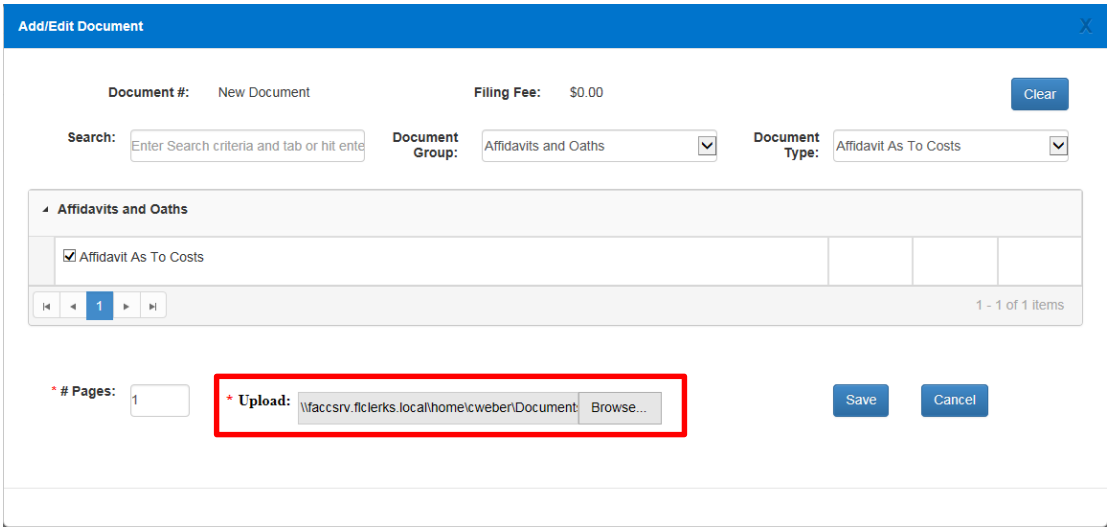
That will add your document to the submission as is shown in the example below:


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Dismissals
Disclaimer
Joint Stipulation for Dismissal
Not of Voluntary Dismissal of Writ of Garnishment
Notice of Discharge
Notice of Dropping Parties
Suggestion/Notice of Bankruptcy and Auto Stay
Voluntary Dismissal
Motions
Motion for Involuntary Dismissal
Motion to Dismiss
1 - 3 of 3 items
* # Pages: 2
*Upload: Browse... Motion for Summary Judgment.pdf
Save
Cancel

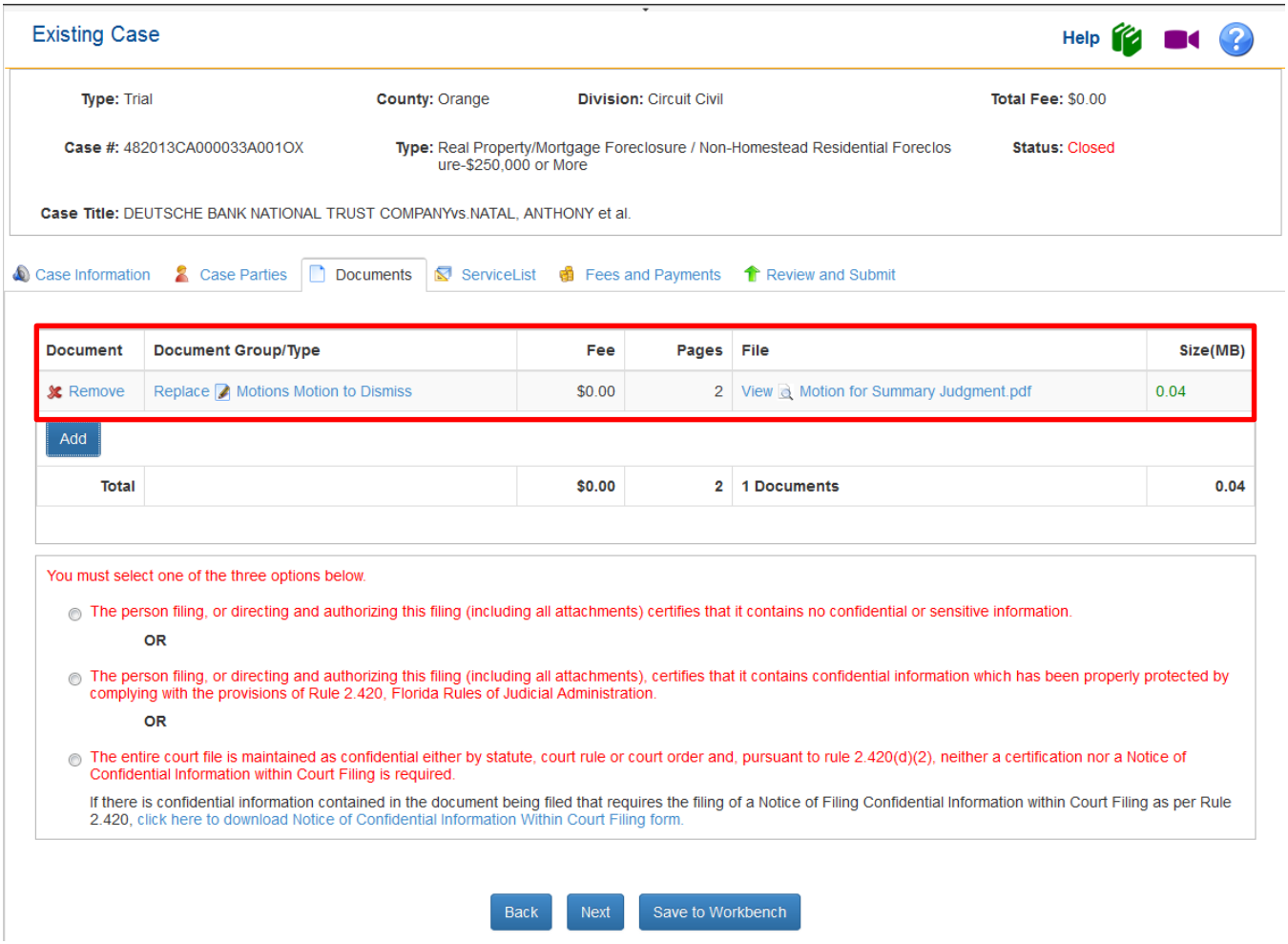
You may also search for your document by using the page numbers at the bottom of the screen.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Dismiss
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Affidavits and Oaths
Affidavit
Affidavit in Opposition
Affidavit in Opposition to Claim of Exemption
Affidavit in Support
Affidavit of Amount Due
Affidavit of Attorney's Fees
Affidavit of Claim
Affidavit of Compliance
Affidavit of Costs
Affidavit of Counsel
Affidavit of Damages
Affidavit of Indebtedness
Affidavit of Interest
Affidavit of Lost/Destroyed Instrument
Affidavit of Military Service
Affidavit of Non Military Service
Affidavit of Non Military Service & Proper Venue
Affidavit of Non Military/Proper Venue/Support Judgment
Affidavit of Non Payment
Affidavit of Non-Compliance
Affidavit of Time
Affidavit Proof of Claim
Affidavit Recorded
Financial Affidavit
Oath
Agreements Stips and Acceptances
Acceptance
Acceptance of Service
Agreement
Joint Stipulation
Proposal for Settlement
Stipulation
Answers and Replies
Amended Answer
Answer
Answer & Affirmative Defenses
Answer & Counter Claim/Counter Petition
1 2 3 4 5 6 7 8 9 10 ...
1 - 10 of 110 items

Then type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF or a Word doc and select the document you wish to submit. Then click on **Save**.

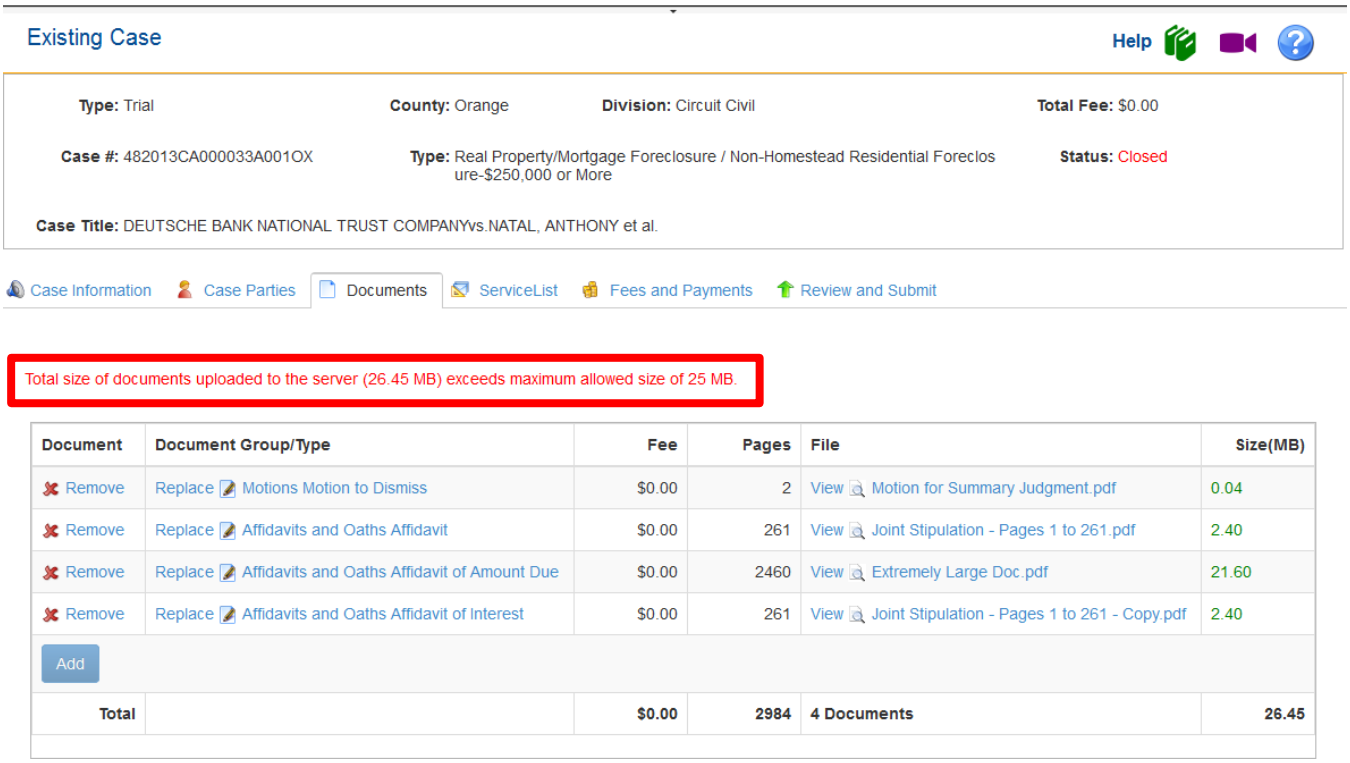


The documents will display in the list. Go through the Add document screen to add as many documents to this list as you wish to file into your case.

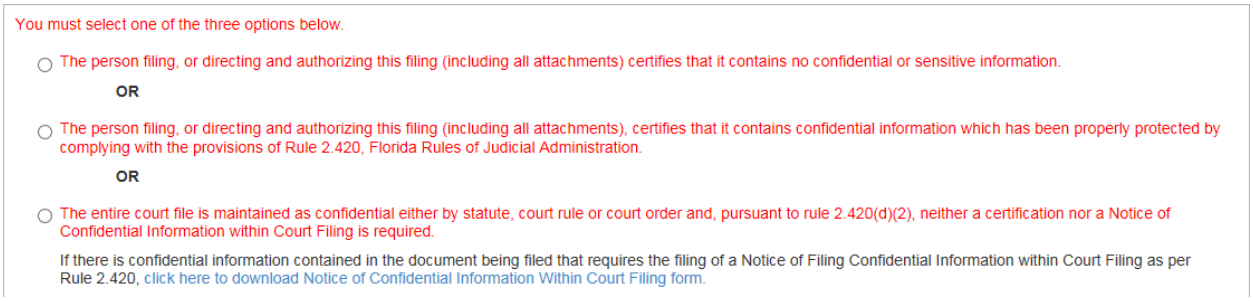

Existing Case
Help
Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: $0.00
Case #: 482013CA000033A001OX
Type: Real Property/Mortgage Foreclosure / Non-Homestead Residential Foreclosure-$250,000 or More
Status: Closed
Case Title: DEUTSCHE BANK NATIONAL TRUST COMPANYvs.NATAL, ANTHONY et al.
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Remove
Replace
Motions Motion to Dismiss
$0.00
2
View
Motion for Summary Judgment.pdf
0.04
Add
Total
$0.00
2
1 Documents
0.04
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

The document page also allows the E-Filer to **Replace** and **Remove** documents. Clicking **Add** again allows the E-Filer to add another document to the case. The size of the document added also appears so the E-Filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.



When the E-Filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.


You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

Adding Documents – Appellate Court

For the Appellate Court, to add your documents to the submission you do so the very same way you do on the Trial Court side. Please follow the instructions above to go through the **Documents** page to **Add** document to your submission

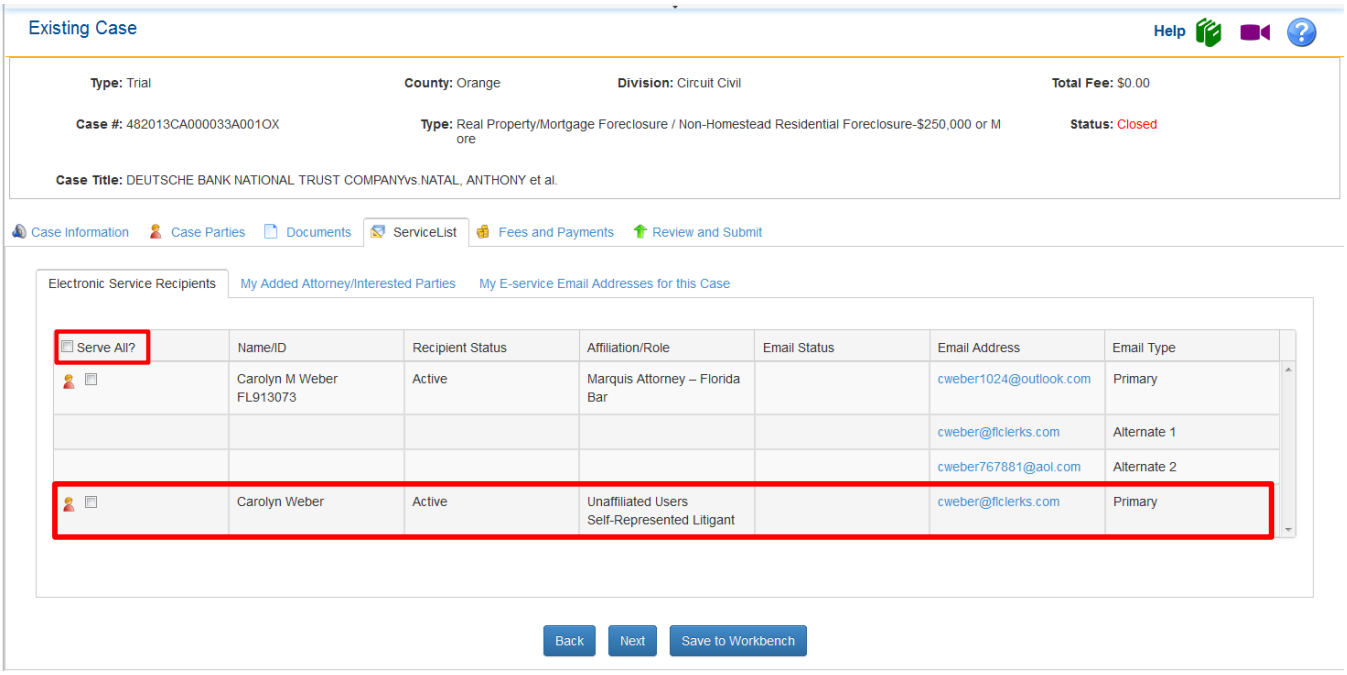
Once you have uploaded all your documents and appendices, you may save the submission to your Workbench to complete at a later time or you may continue on to file your documents.

ServiceList

You will automatically be added to the E-service List for this case. The email addresses added will default to your profile email addresses. Anyone else that has electronically filed at least one document to this case will also appear in the E-service List.

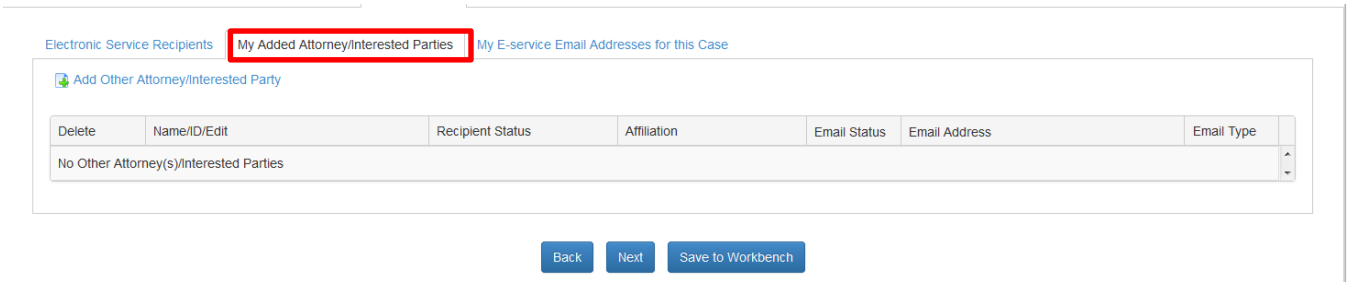
Add Other Attorney/Interested Parties that are not listed in the Service Recipient List on this page that you wish to provide E-service of the documents to as well as select or designate the email addresses to which you wish to receive E-service of documents filed in this case.

Any email address that has received a bounced back email will be flagged with the yield icon as shown below. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged on the E-Service List.

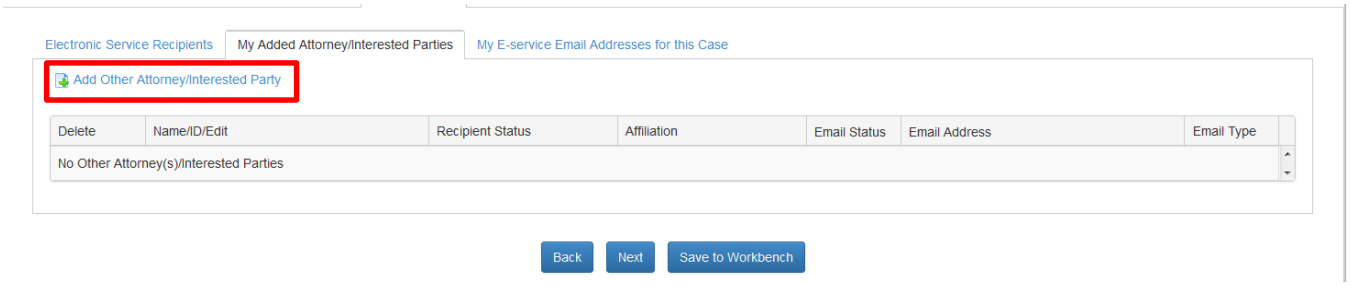


Other Attorney/Interested Party

To add someone to the E-service List, select the '**My Added Attorney/Interested Parties** tab.

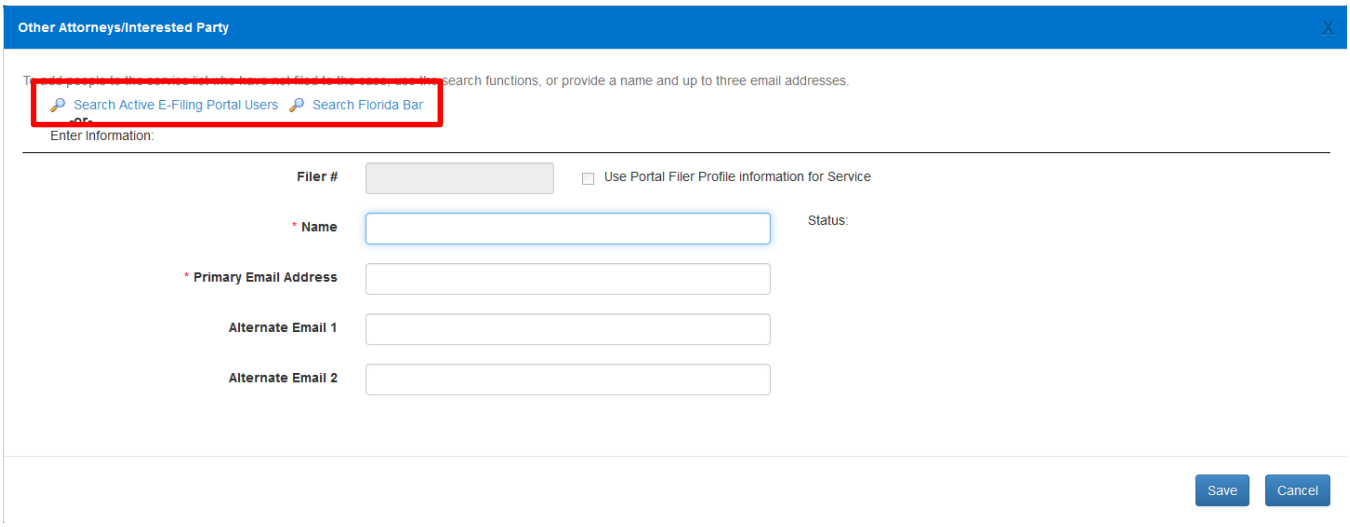


Then click on '**Add Other Attorney/Interested Party**.

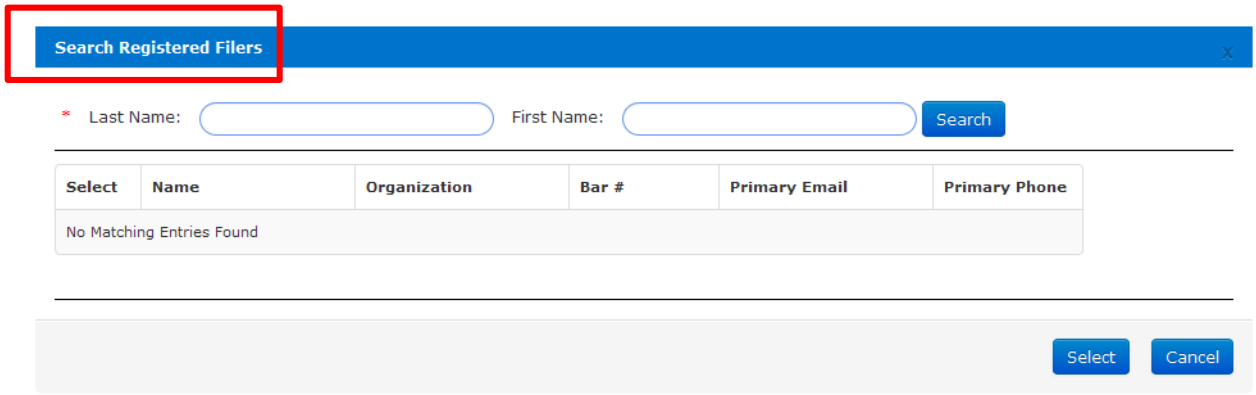


You may add a person using one of three options:

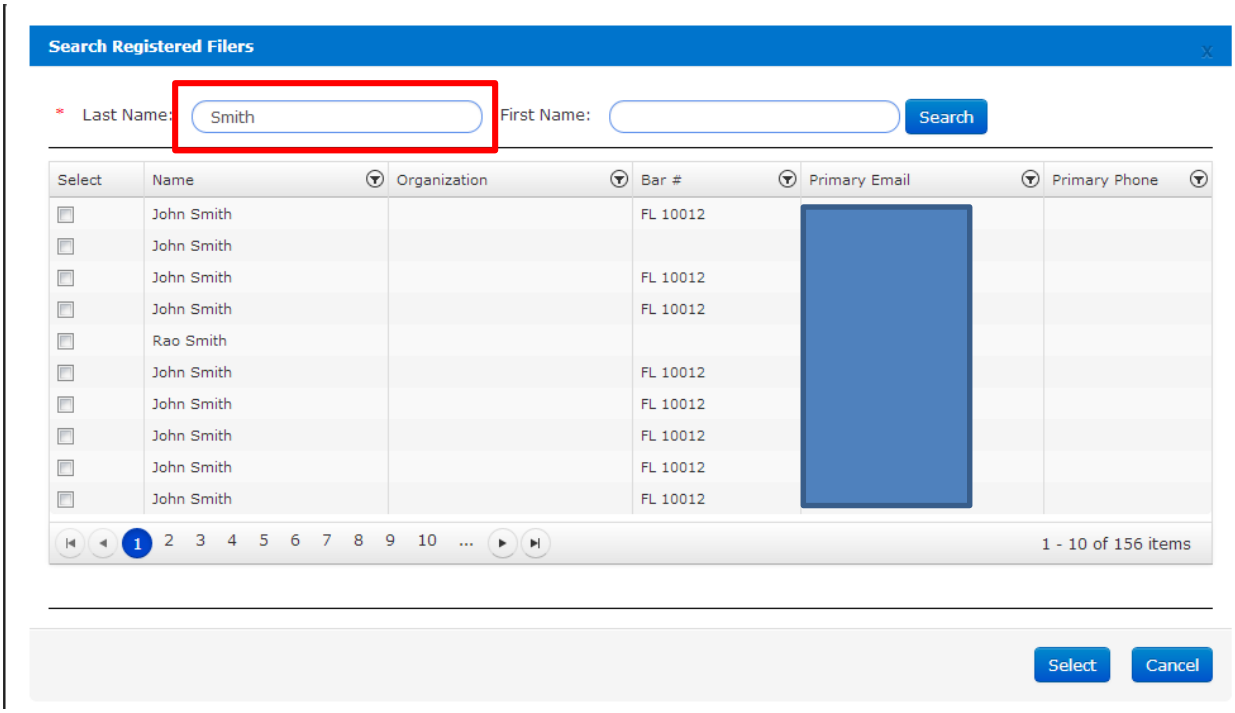
1. Search Active E-Filing Portal Users
2. Search Florida Bar
3. Free texting in the name and email addresses of the person you are adding



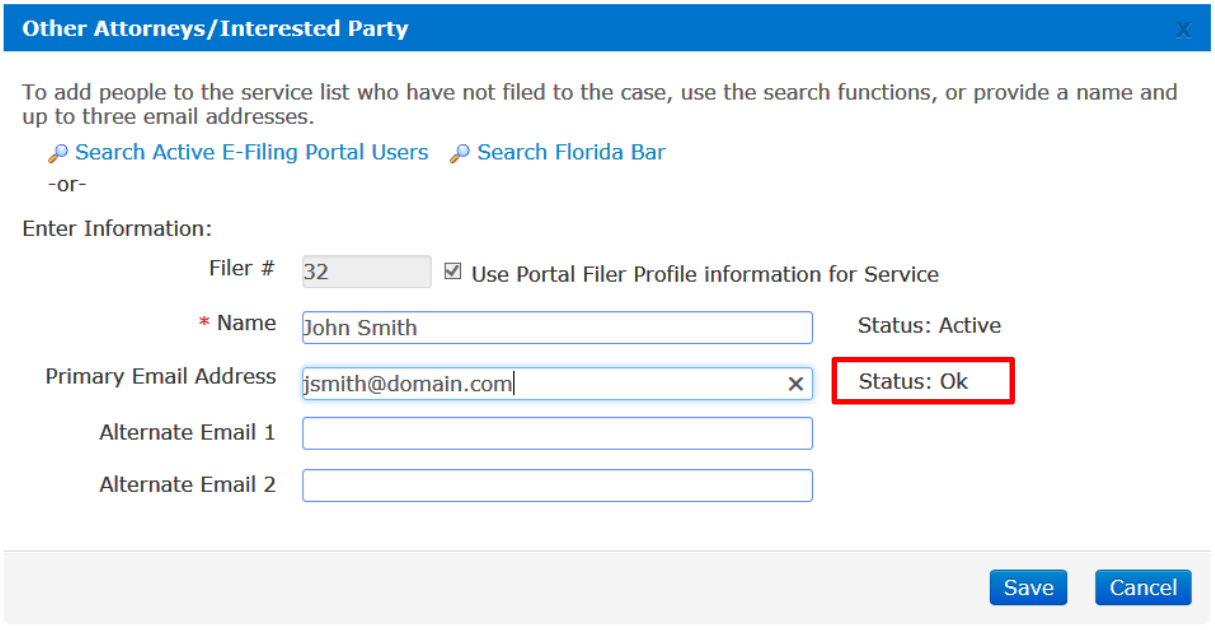
Select the appropriate link and follow the instructions or type in the Name and email addresses [at least one] of the person you wish to add to the E-service List and then click on Save.



This allows you to search the Portal's List of Registered Users and select them by typing in their Last Name and then select **Search**.



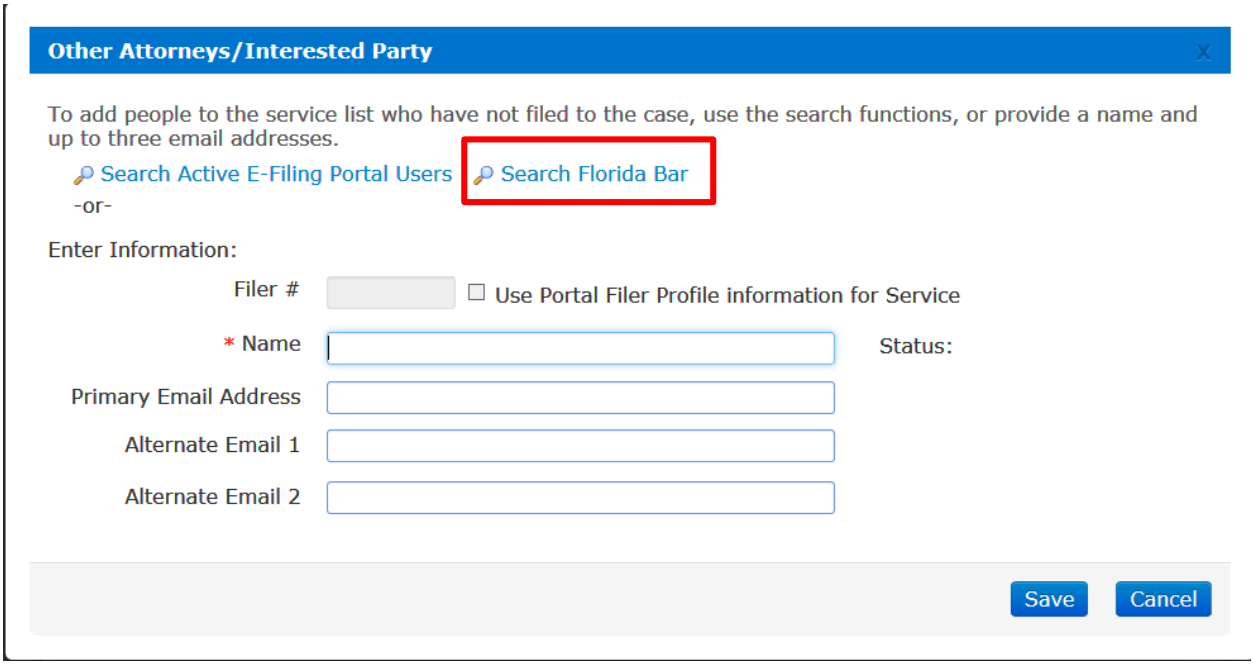
Select the person from the list that you would like to add to receive E-service in this case and click on **Select**.



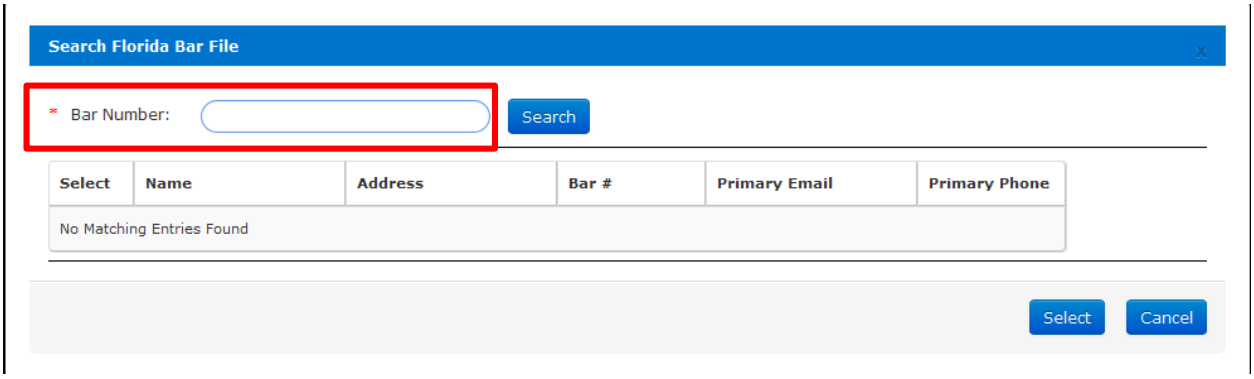
The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

The Other Attorney/Interested Party you added will be added to the E-service List and also appear in the Other Attorneys/Interested Parties section of your E-service List. Only **you** can remove the people you add from the E-service List.

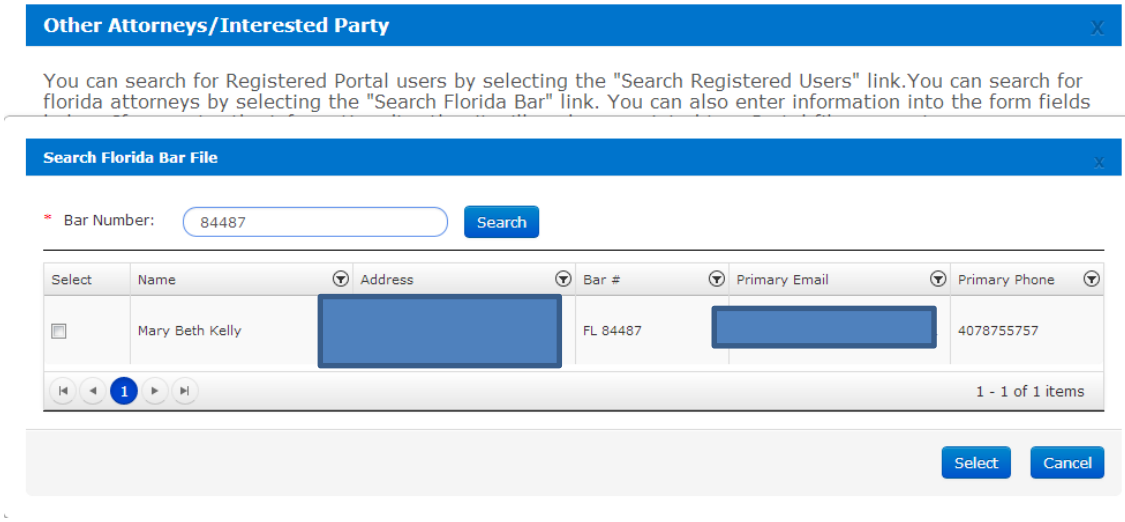
To add an Other Attorney to this list, you can also search the Florida Bar database. From the Other Attorneys/Interested Party screen select **Search Florida Bar**.


Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal Users
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

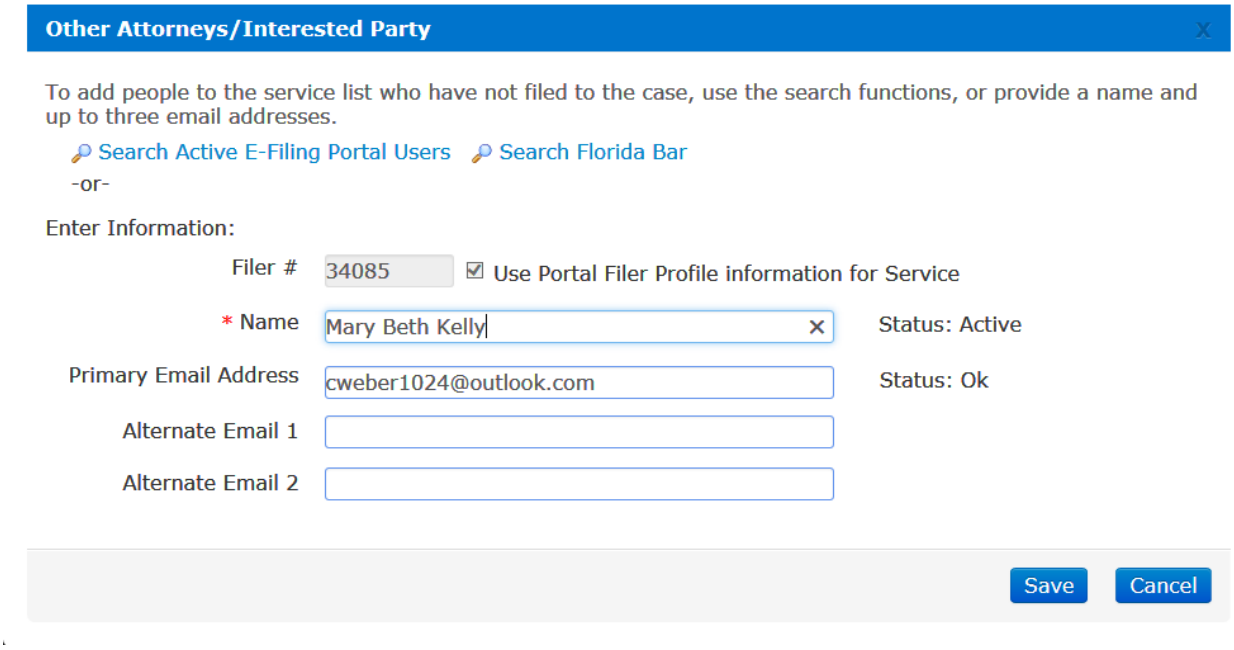
The Search Florida Bar File dialog box appears. The required field is designated by the red *.



Type in the Florida Bar number of the attorney you wish to add to the E-service List and select Search.



If this is the person you wish to add, place a check in the box under the Select column and then click on **Select**. This will add the selected attorney to the E-service list.



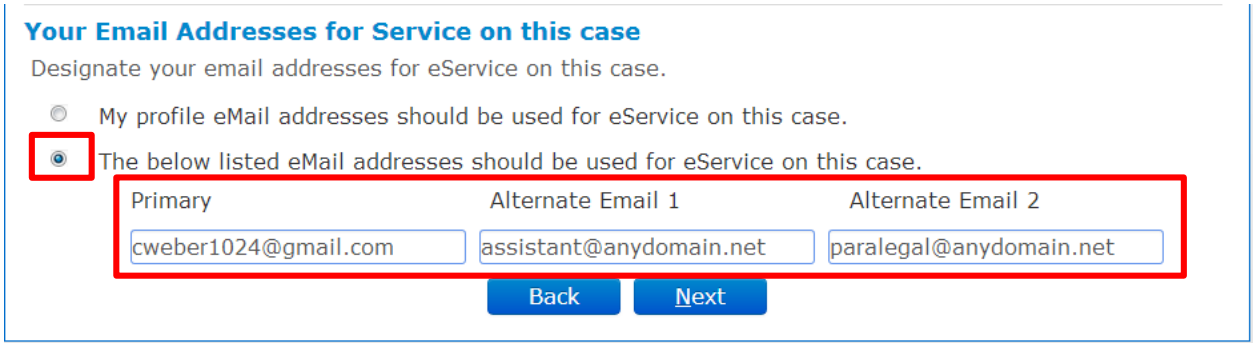
The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.

Select **Save** and the newly added attorney will appear on the E-service List for this case.

To designate email addresses for you the filer, you have the option to use either your default profile email addresses or designate up to three other email addresses to be used for this case only.

Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

If you wish to use different email addresses for this case only, select the second radio button and type in up to three email addresses which will be used for E-service on this case only.

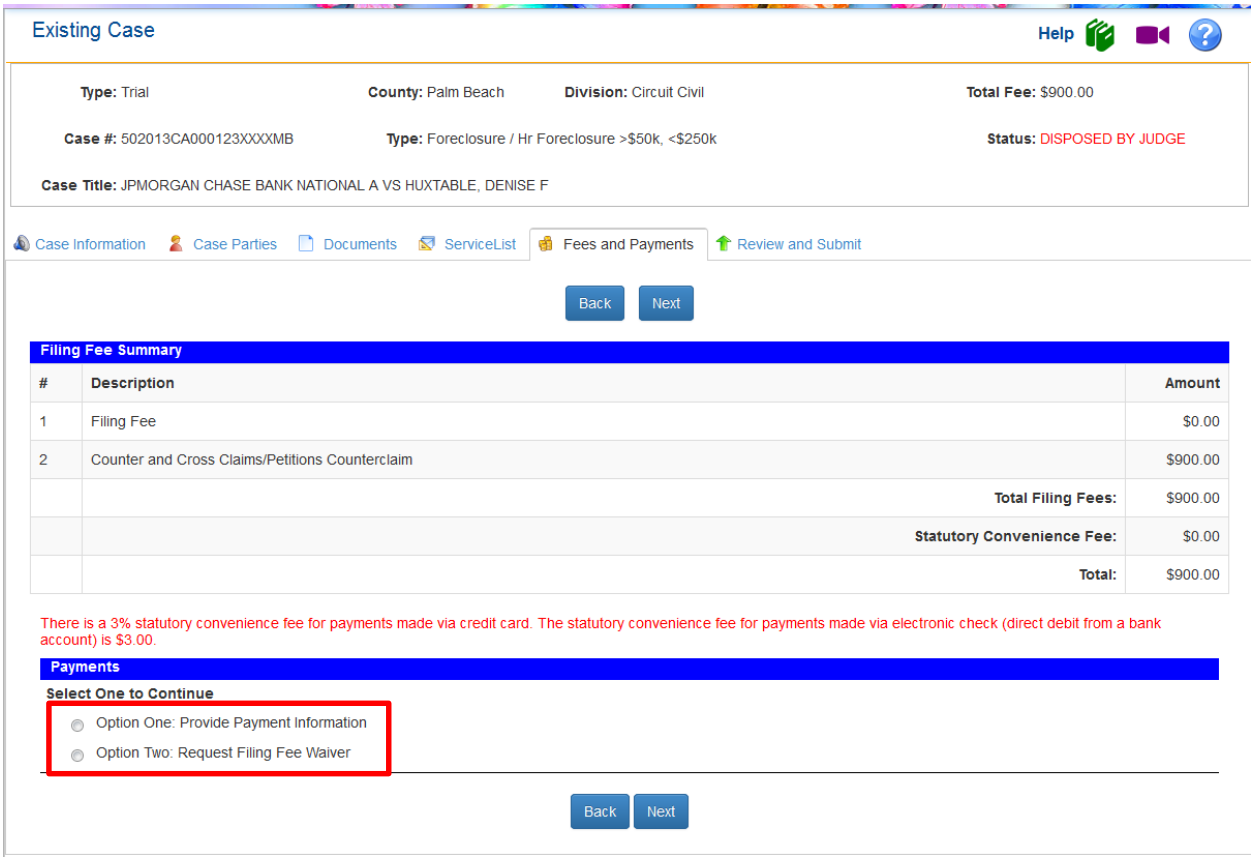

Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

Your designated email addresses will be added to the E-service List for this case only.

Electronic Service Recipients
Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.
Serve?
Name
Primary Email
Alternate Email 1
Alternate Email 2
Carolyn M Weber
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net

Fees and Payments – Trial Court

After the **ServiceList** page you are taken to the **Fees and Payments** Page. If there are no fees required, select **Next**. If the document you are filing has a statutory fee attached to that document, you will have to select your payment method to submit the fees. Select either Option One or Option Two below.

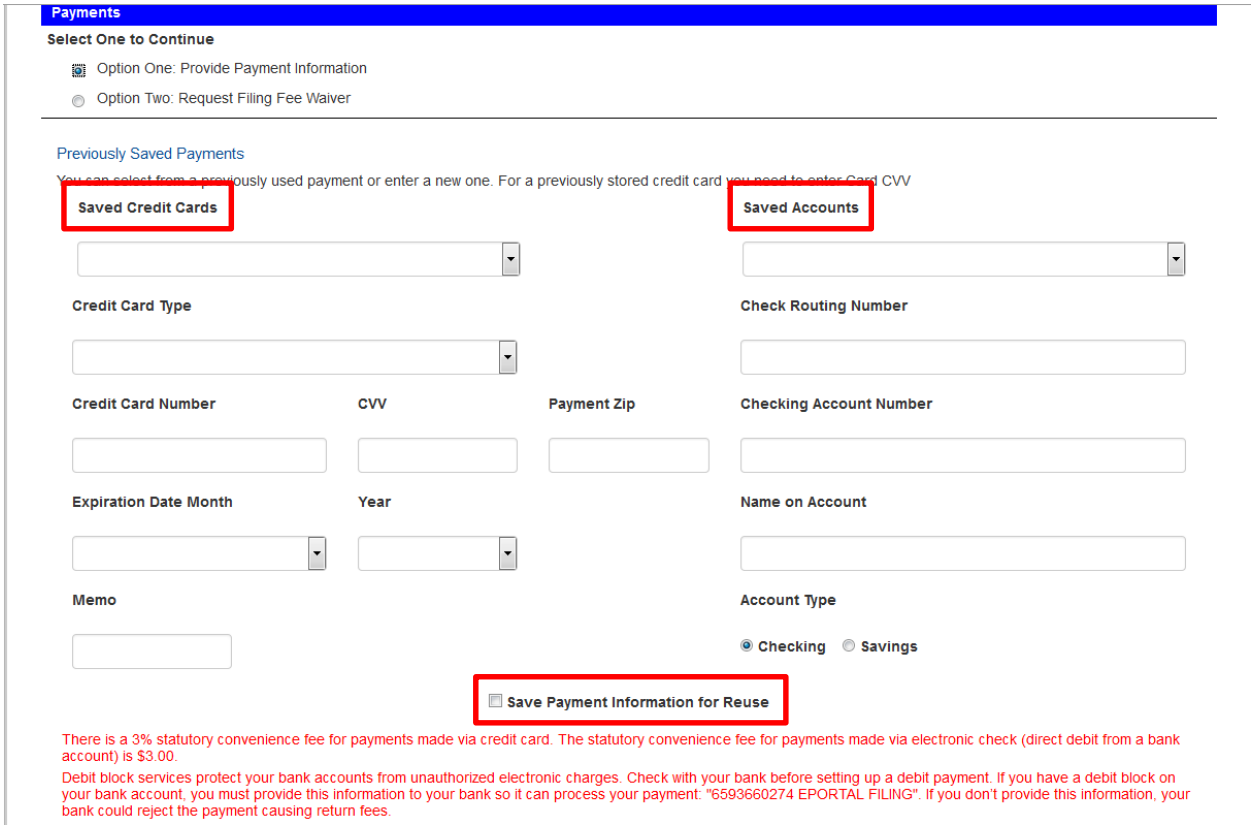

Existing Case
Help
Type: Trial
County: Palm Beach
Division: Circuit Civil
Total Fee: $900.00
Case #: 502013CA000123XXXXMB
Type: Foreclosure / Hr Foreclosure >$50k, <$250k
Status: DISPOSED BY JUDGE
Case Title: JPMORGAN CHASE BANK NATIONAL A VS HUXTABLE, DENISE F
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Back
Next
Filing Fee Summary
Description Amount
1 Filing Fee $0.00
2 Counter and Cross Claims/Petitions Counterclaim $900.00
Total Filing Fees: $900.00
Statutory Convenience Fee: $0.00
Total: $900.00
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Back
Next

If you select Option One, you will have the option of using either a credit card or an ACH account. Enter in the account information and if you wish to use this payment option for future filings, select **Save Payment Information for Reuse**.

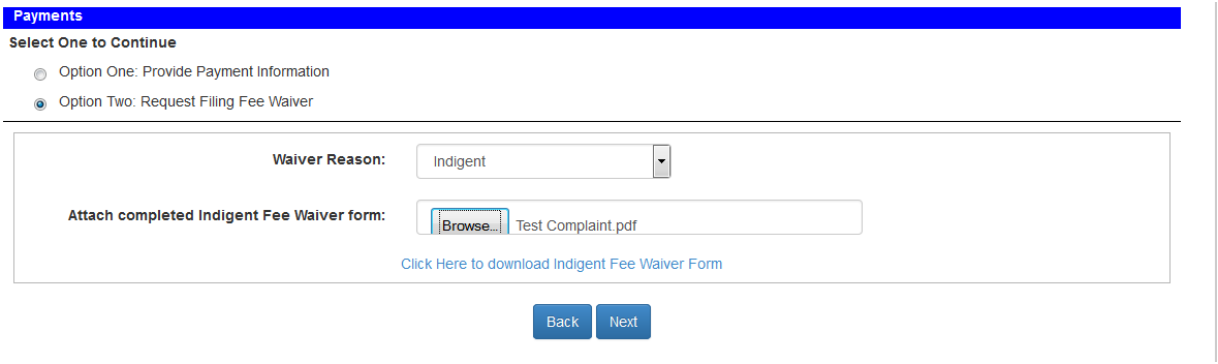
The Portal accepts the following credit cards for payment:

- American Express Credit or Debit Cards
- Discover Credit or Debit Cards
- MasterCard Credit or Debit Cards
- Visa Credit or Debit cards are not accepted at this time

Once the payment information has been entered, click on **Next** to continue.


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Previously Saved Payments
Saved Credit Cards
Saved Accounts
Credit Card Type
Check Routing Number
Credit Card Number
CVV
Payment Zip
Checking Account Number
Expiration Date Month
Year
Name on Account
Memo
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

If you select Option Two, Select the **Waiver Reason** from the dropdown and attach the Indigent Fee Waiver form to the submission and click on **Next**.



Note: An explanation of how the convenience fee is calculated and about Debit block services is provided in red text below the fee total.

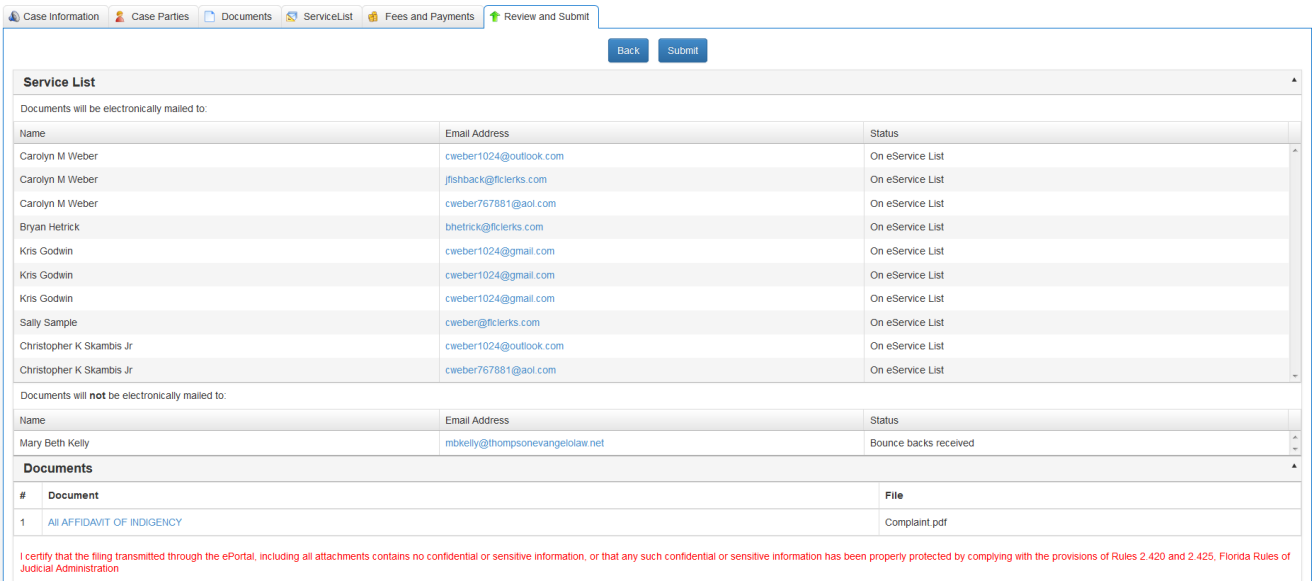
What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.

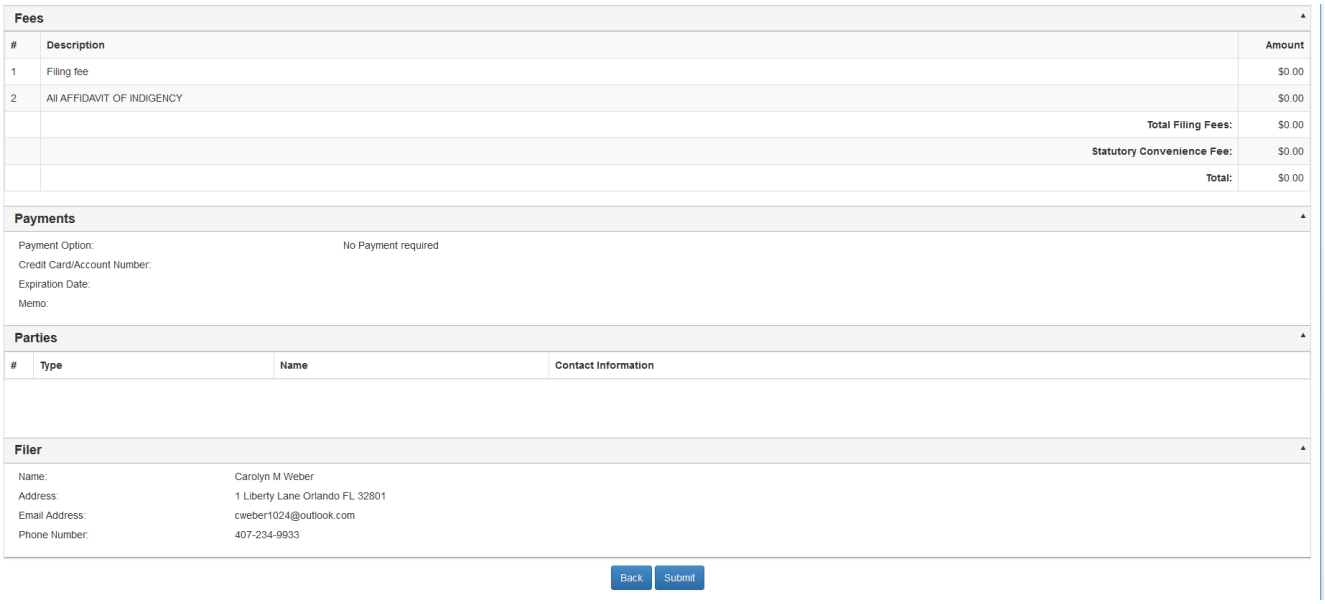
The Payment Zip Code is the zip code for the billing address of the credit card.
When the filer has completed adding all necessary payment information, click the **Next** button.

When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated by the appropriate institution. Successful verification will place a hold on the funds until the clerk reviews and accepts the filing.

Review and Submit – Trial Court

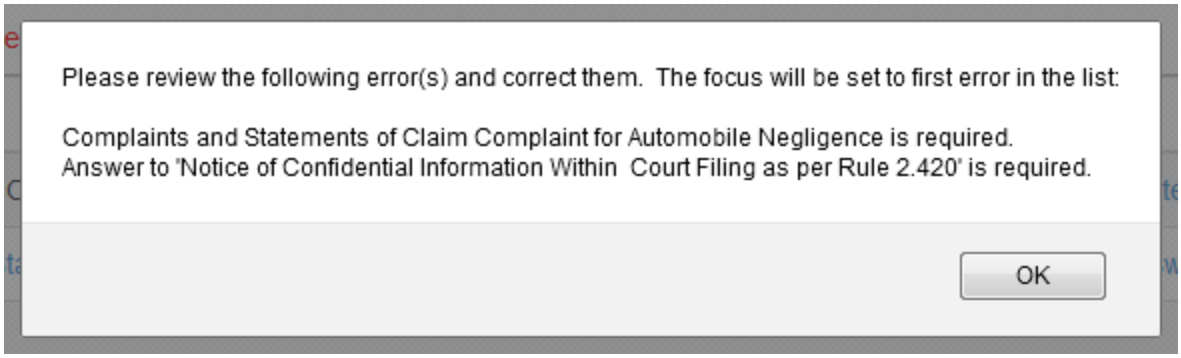
Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**





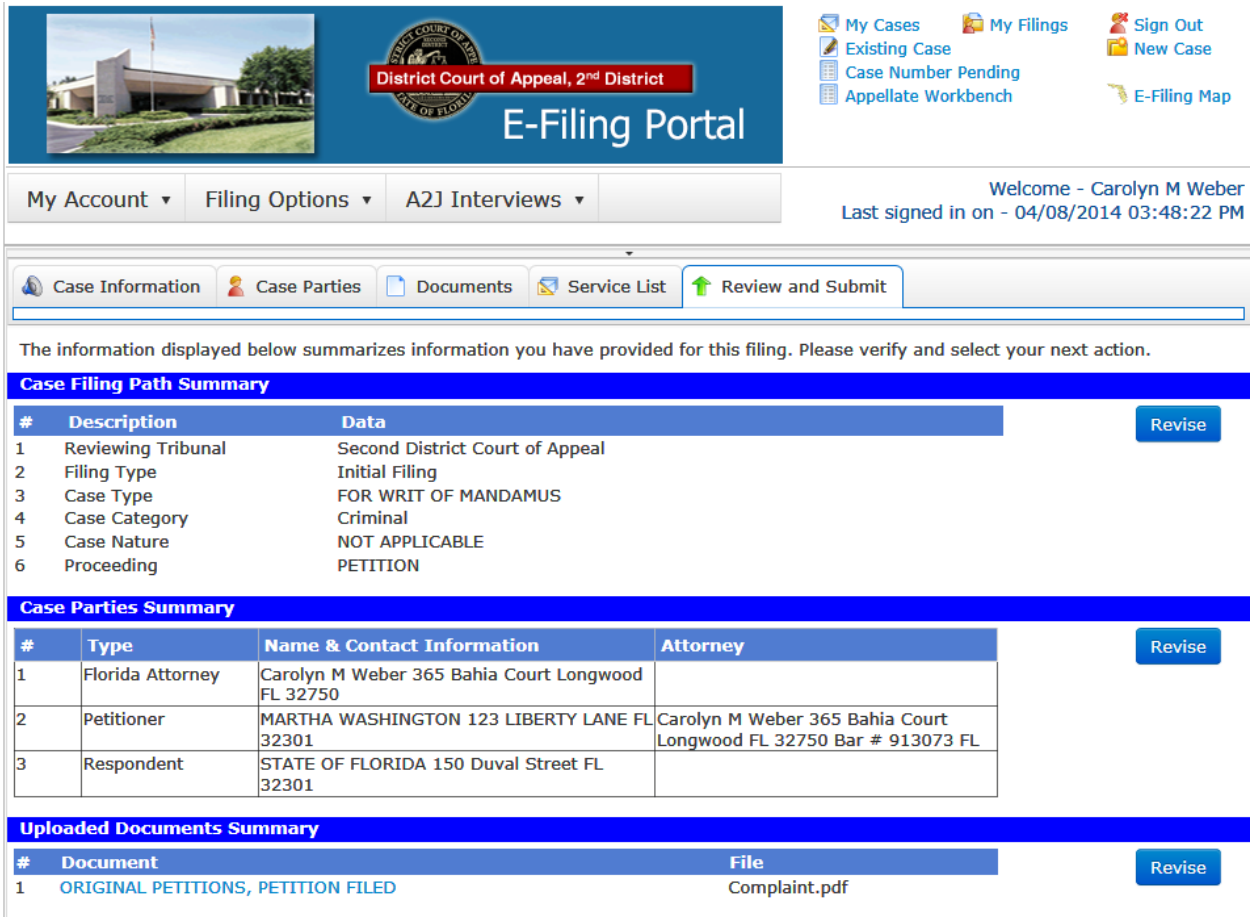
If the E-Filer has failed to enter required information they will receive a pop up message providing information on what is missing.

An example would be if you forgot to make the confidentiality designation on the Documents page. If that is the case, the following error message will display and take the filer back to the Document page for correction of the error.

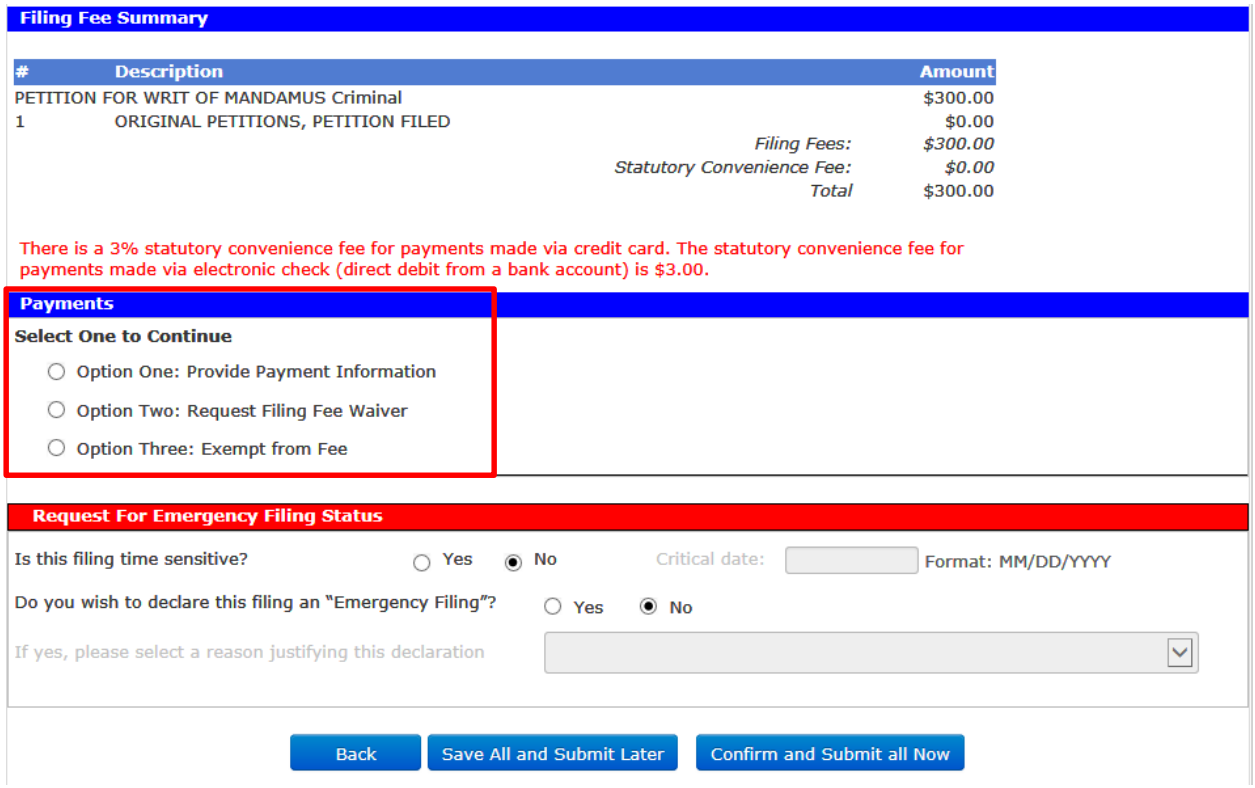

Please review the following error(s) and correct them. The focus will be set to first error in the list:
Complaints and Statements of Claim Complaint for Automobile Negligence is required.
Answer to 'Notice of Confidential Information Within Court Filing as per Rule 2.420' is required.
OK

Review and Submit – Appellate Court

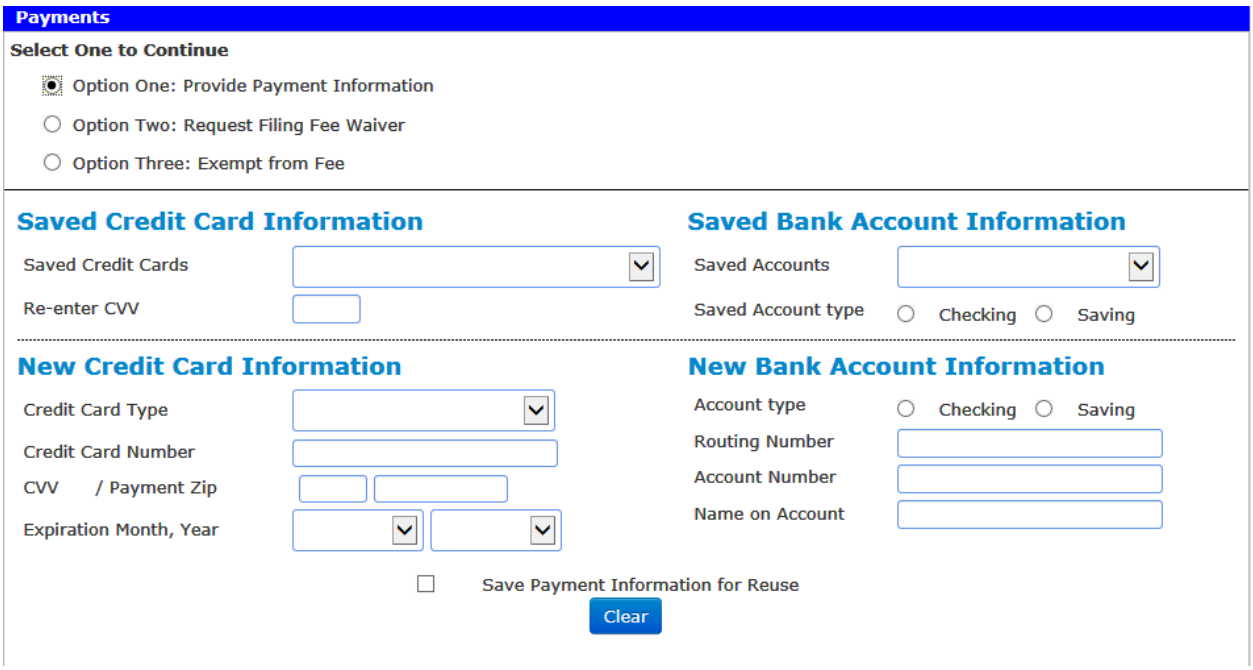
Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click Revise to go back to the page and make any corrections necessary.


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.
Case Filing Path Summary
Revise
Description Data
1 Reviewing Tribunal Second District Court of Appeal
2 Filing Type Initial Filing
3 Case Type FOR WRIT OF MANDAMUS
4 Case Category Criminal
5 Case Nature NOT APPLICABLE
6 Proceeding PETITION
Case Parties Summary
Revise
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Uploaded Documents Summary
Revise
Document File
1 ORIGINAL PETITIONS, PETITION FILED Complaint.pdf

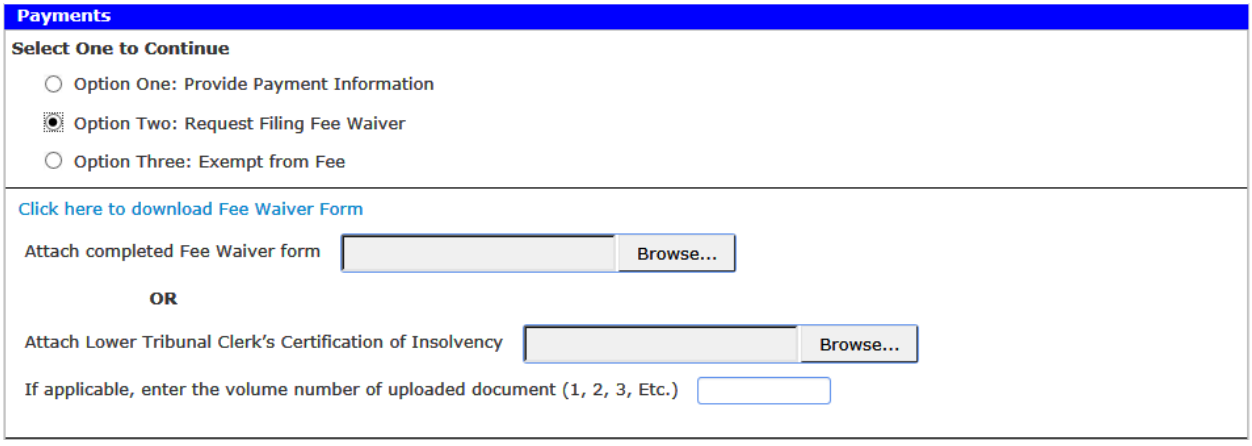
Since there is a statutory fee due, the filer must select a payment method. Select one of the Options and provide the payment information.


Filing Fee Summary
Description Amount
PETITION FOR WRIT OF MANDAMUS Criminal $300.00
1 ORIGINAL PETITIONS, PETITION FILED $0.00
Filing Fees: $300.00
Statutory Convenience Fee: $0.00
Total $300.00
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Request For Emergency Filing Status
Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

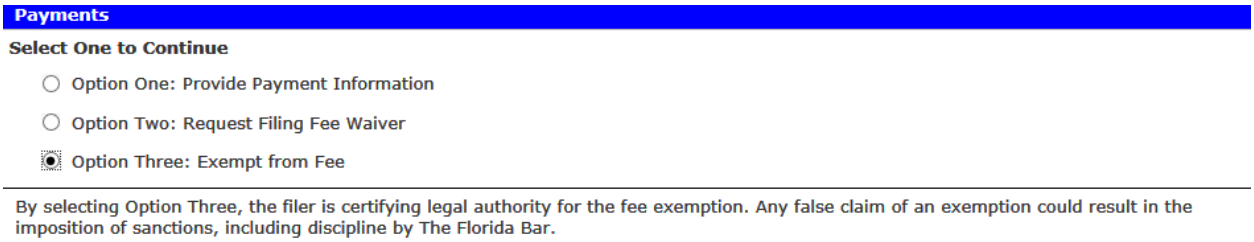
Option One: Provide Payment Information



Option Two: Request Filing Fee Waiver

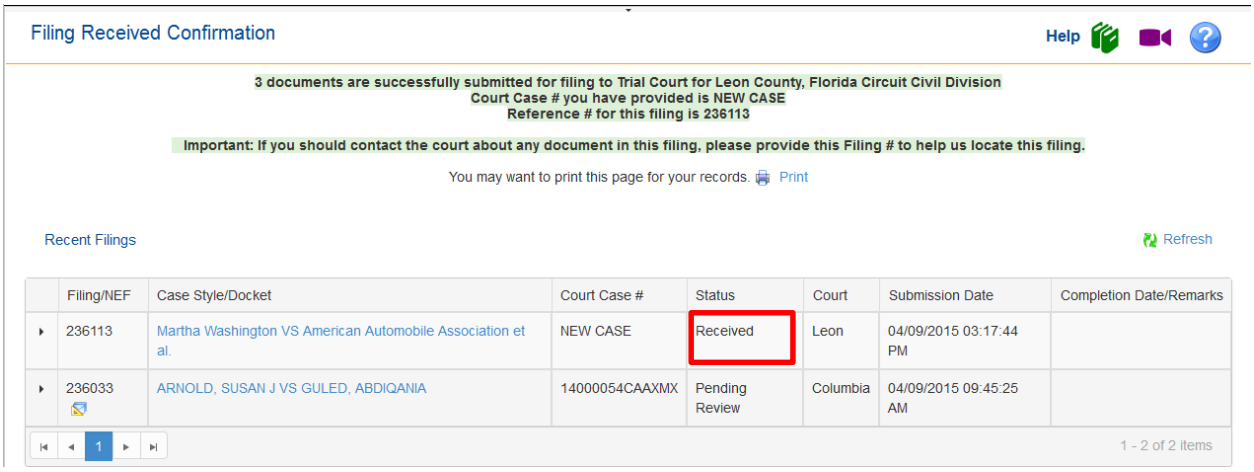

Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Click here to download Fee Waiver Form
Attach completed Fee Waiver form
Browse...
OR
Attach Lower Tribunal Clerk's Certification of Insolvency
Browse...
If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)

Option Three: Exempt from Fee

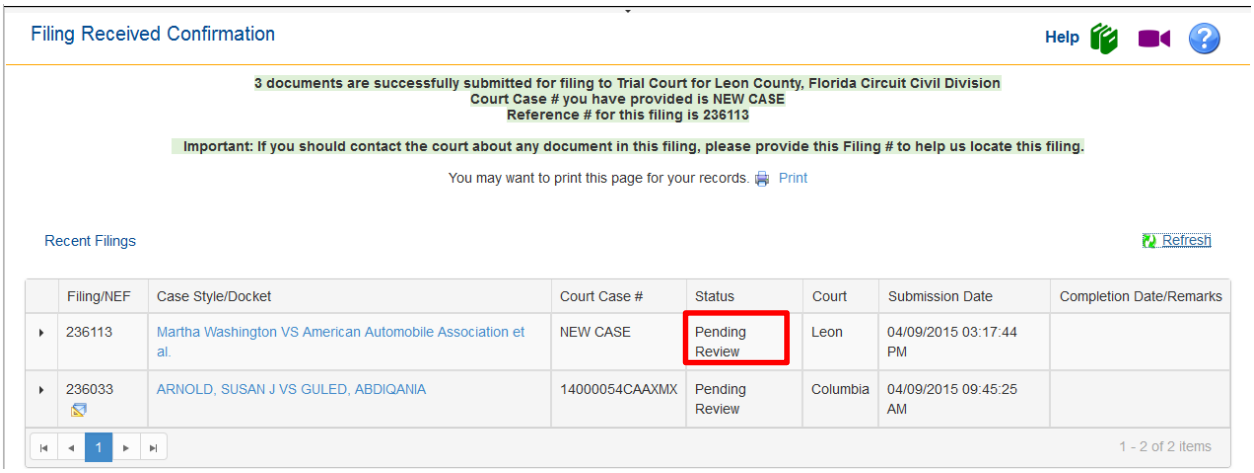

Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.

Once you have submitted your Payment Method, Request for Emergency Filing Status is available if necessary. Then Save All and Submit Later which places this submission on the Workbench for submission at a later time or **Confirm and Submit all Now** to file your new case immediately.

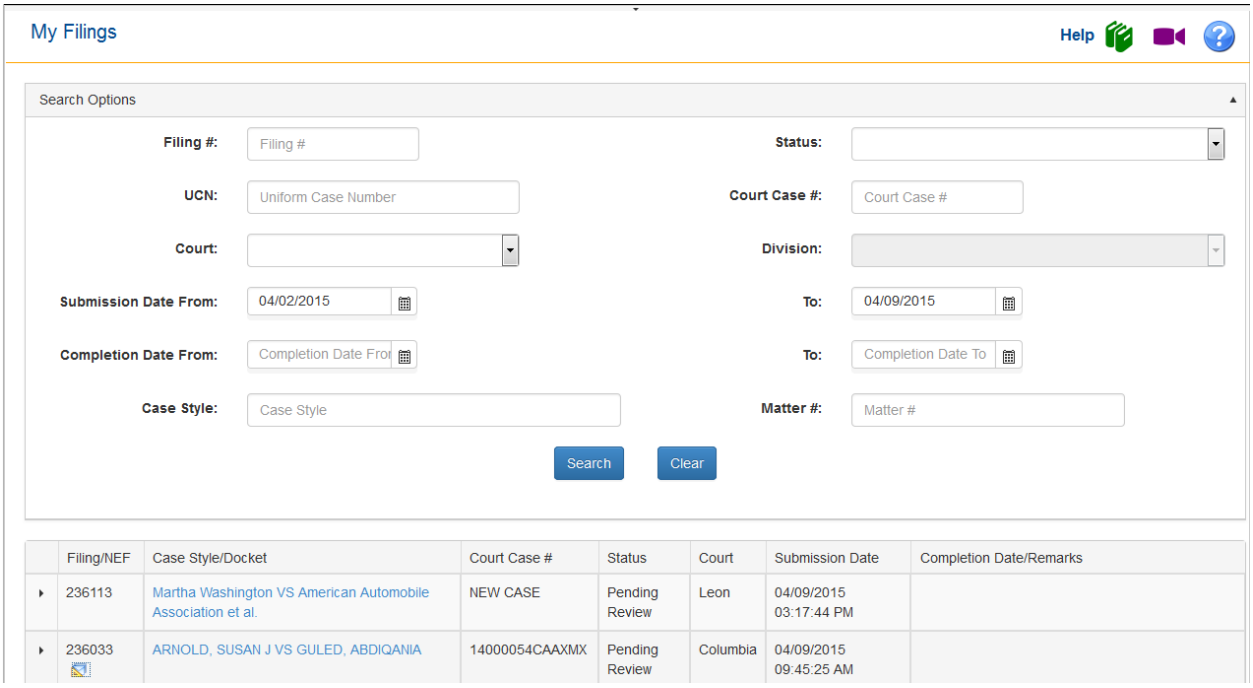
The filing is not submitted if required data is not entered. After the filing has been submitted, the filer will be at the **Filing Received Confirmation** page.


Filing Received Confirmation
Help
3 documents are successfully submitted for filing to Trial Court for Leon County, Florida Circuit Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 236113
Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.
You may want to print this page for your records. Print
Recent Filings
Refresh
Filing/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks
236113 | Martha Washington VS American Automobile Association et al. | NEW CASE | Received | Leon | 04/09/2015 03:17:44 PM
236033 | ARNOLD, SUSAN J VS GULED, ABDIQANIA | 14000054CAAXMX | Pending Review | Columbia | 04/09/2015 09:45:25 AM
1 - 2 of 2 items

Click **Refresh** to watch the Status of your submission change to Pending Review.

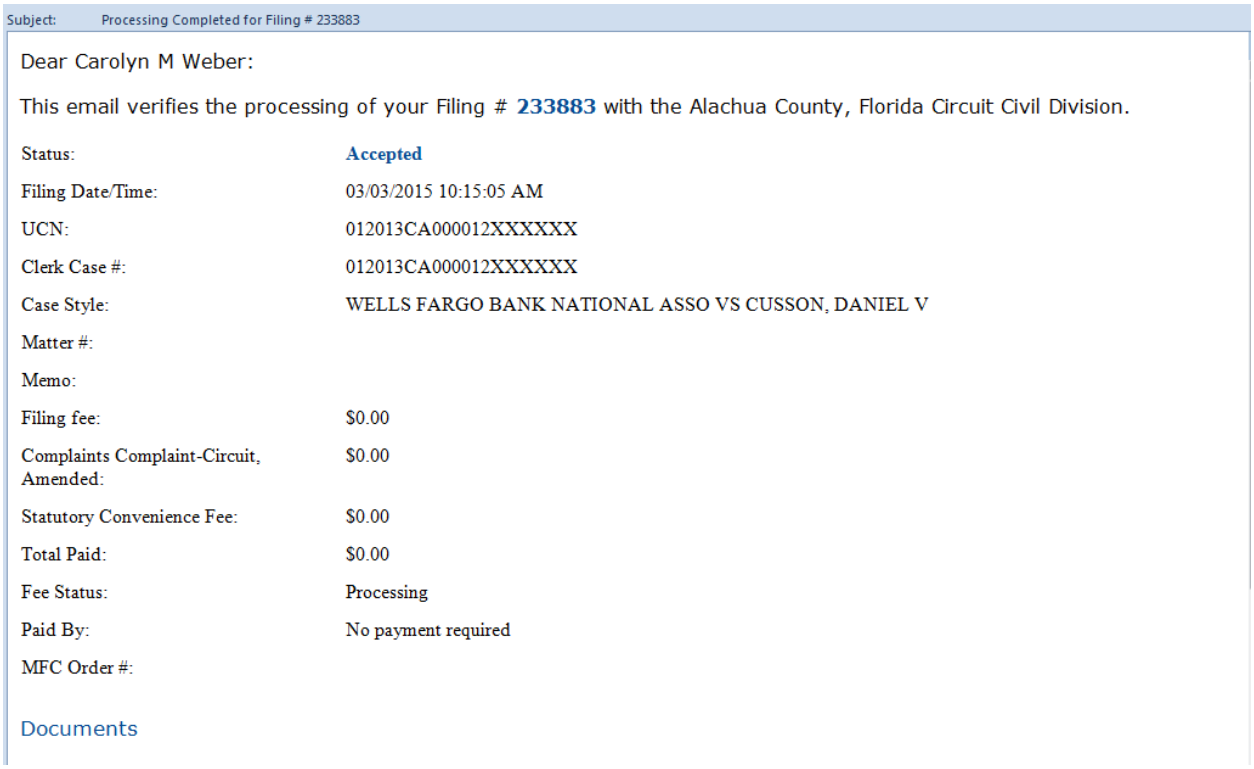

Filing Received Confirmation
Help
3 documents are successfully submitted for filing to Trial Court for Leon County, Florida Circuit Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 236113
Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.
You may want to print this page for your records. Print
Recent Filings
Refresh
Filing/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks
236113 | Martha Washington VS American Automobile Association et al. | NEW CASE | Pending Review | Leon | 04/09/2015 03:17:44 PM
236033 | ARNOLD, SUSAN J VS GULED, ABDIQANIA | 14000054CAAXMX | Pending Review | Columbia | 04/09/2015 09:45:25 AM
1 - 2 of 2 items

The document displays in **My Filings** (notice there is no **Completion Date** at this time.) When the E-Filer returns to the My Filings listing the new filing is displayed in the list.



Clerk Review

After the Clerk completes the review of the filing, the user receives another email verifying that the filing was processed successfully.


Subject: Processing Completed for Filing # 233883
Dear Carolyn M Weber:
This email verifies the processing of your Filing # 233883 with the Alachua County, Florida Circuit Civil Division.
Status: Accepted
Filing Date/Time: 03/03/2015 10:15:05 AM
UCN: 012013CA000012XXXXXX
Clerk Case #: 012013CA000012XXXXXX
Case Style: WELLS FARGO BANK NATIONAL ASSO VS CUSSON, DANIEL V
Matter #:
Memo:
Filing fee: $0.00
Complaints Complaint-Circuit, Amended: $0.00
Statutory Convenience Fee: $0.00
Total Paid: $0.00
Fee Status: Processing
Paid By: No payment required
MFC Order #:
Documents

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	Complaints Complaint-Circuit, Amended	Accepted	03/03/2015		Complaint.pdf

Fees

Your filing has been docketed with the Clerk's office. The fee is in the process of Processing.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the Alachua County, Florida Circuit Civil Division.

Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank you.
Florida Courts E-Filing Portal

The document now appears in **My Filings** with the **Completion Date** displayed.

Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
234367	SOUTHARD, JEANNEvs.BJS WHOLESALE CLUB INC et al.	2014-CA-000013-O	Pending Review	Orange	03/16/2015 10:42:48 AM	
234197	U.S. BANK TRUST, N.A. VS NORRED, BARBARA M	14000012CAAXMX	Pending Review	Columbia	03/10/2015 04:14:24 PM	
234112	BANK OF AMERICA NA vs. GUDINO, JOSE Let al.	2014-CA-001200-O	Pending Review	Orange	03/09/2015 03:44:25 PM	
233944	BANK OF AMERICA NA vs. GUDINO, JOSE Let al.	2014-CA-001200-O	Pending Review	Orange	03/04/2015 01:55:11 PM	
233936	BANK OF AMERICA NA vs. GUDINO, JOSE Let al.	2014-CA-001200-O	Pending Review	Orange	03/04/2015 12:45:01 PM	
233885	ROSE LAND AND FINANCE CORP VS KLUCSERITIS, JANET	14000023CAAXMX	Pending Review	Columbia	03/03/2015 10:22:03 AM	
233884	ARNOLD, SUSAN J VS GULED, ABDIQANIA	14000054CAAXMX	Pending Review	Columbia	03/03/2015 10:19:11 AM	
233883	WELLS FARGO BANK NATIONAL ASSO VS CUSSON, DANIEL V	012013CA000012XXXXXX	Filed	Alachua	03/03/2015 10:15:05 AM	04/07/2015 04:16:09 AM
233864	RANDALL LEON WRIGHT vs THOMAS M. KNIGHT, SHERIFF	SC2012-687	Pending Filing	The Florida Supreme Court	03/02/2015 03:50:52 PM	
233863	ROSE LAND AND FINANCE CORP VS KLUCSERITIS, JANET	14000023CAAXMX	Pending Review	Columbia	03/02/2015 03:46:43 PM	

1 2 3 4 21 - 30 of 31 items

Notifications

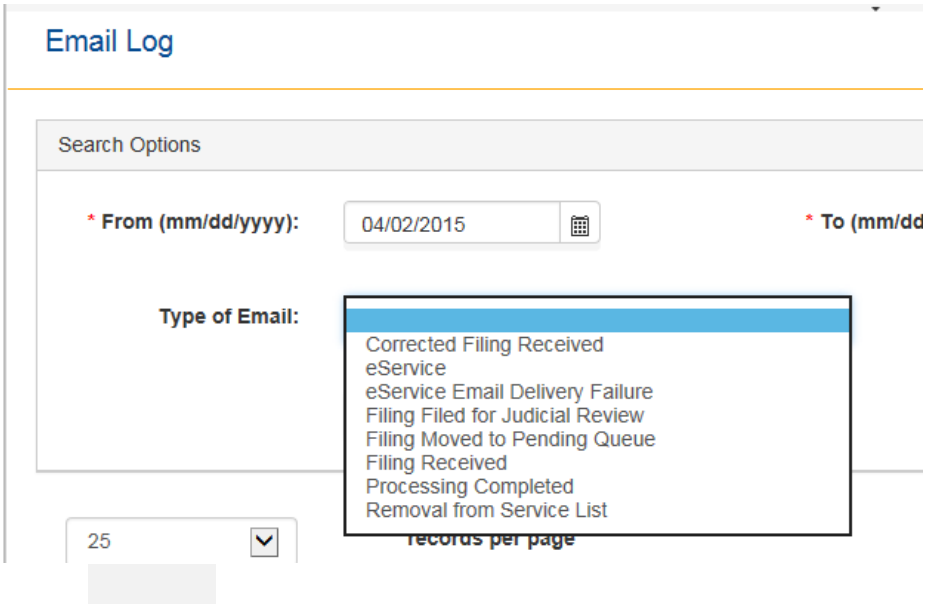
The **Email Log** stores a record of all the E-Filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the portal without requiring the filer to access an email client.

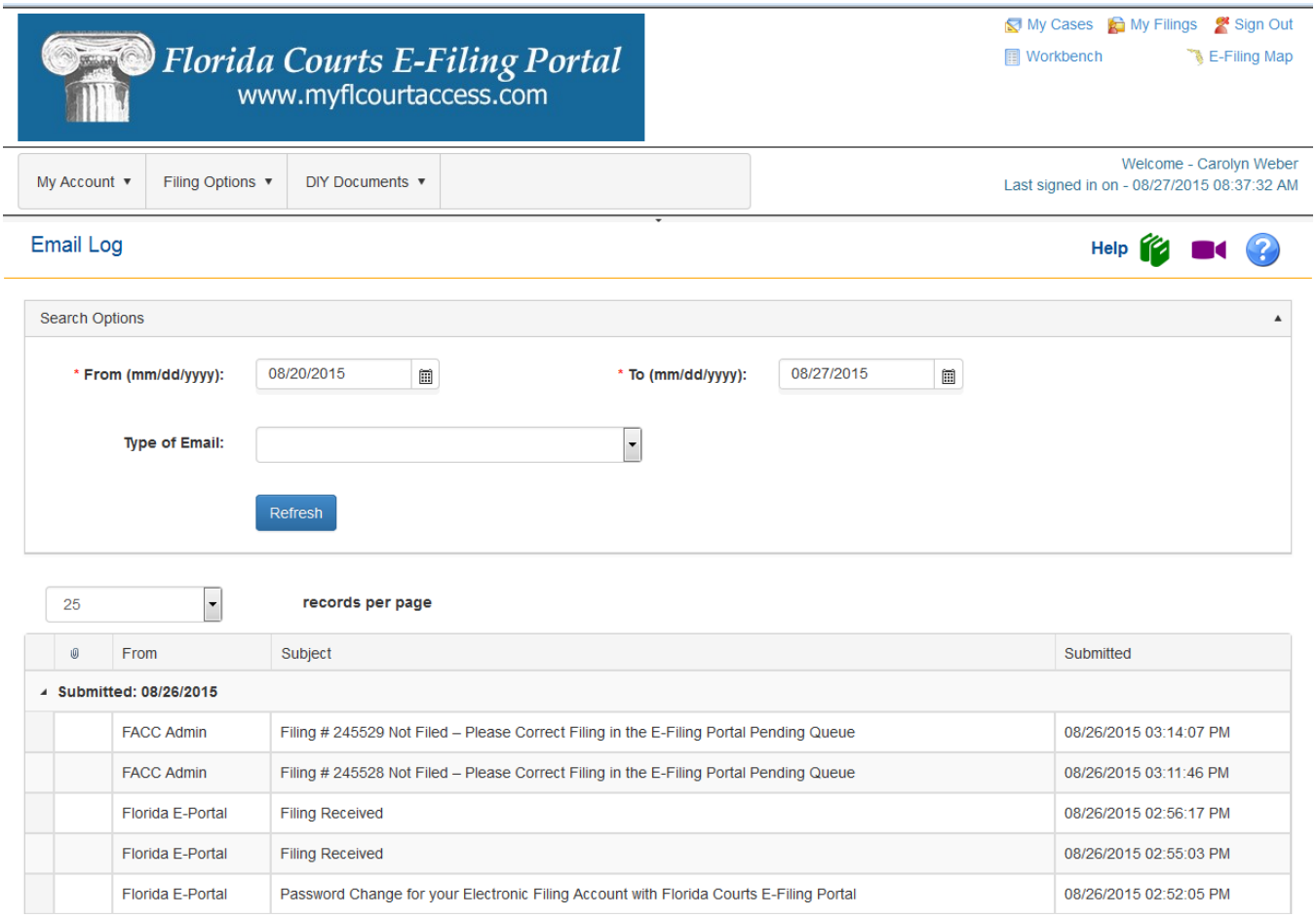
Notifications sent by Portal include:

- Initial notification of registration

- Notification to Activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review

You may search for a specific email by the Type of Email:

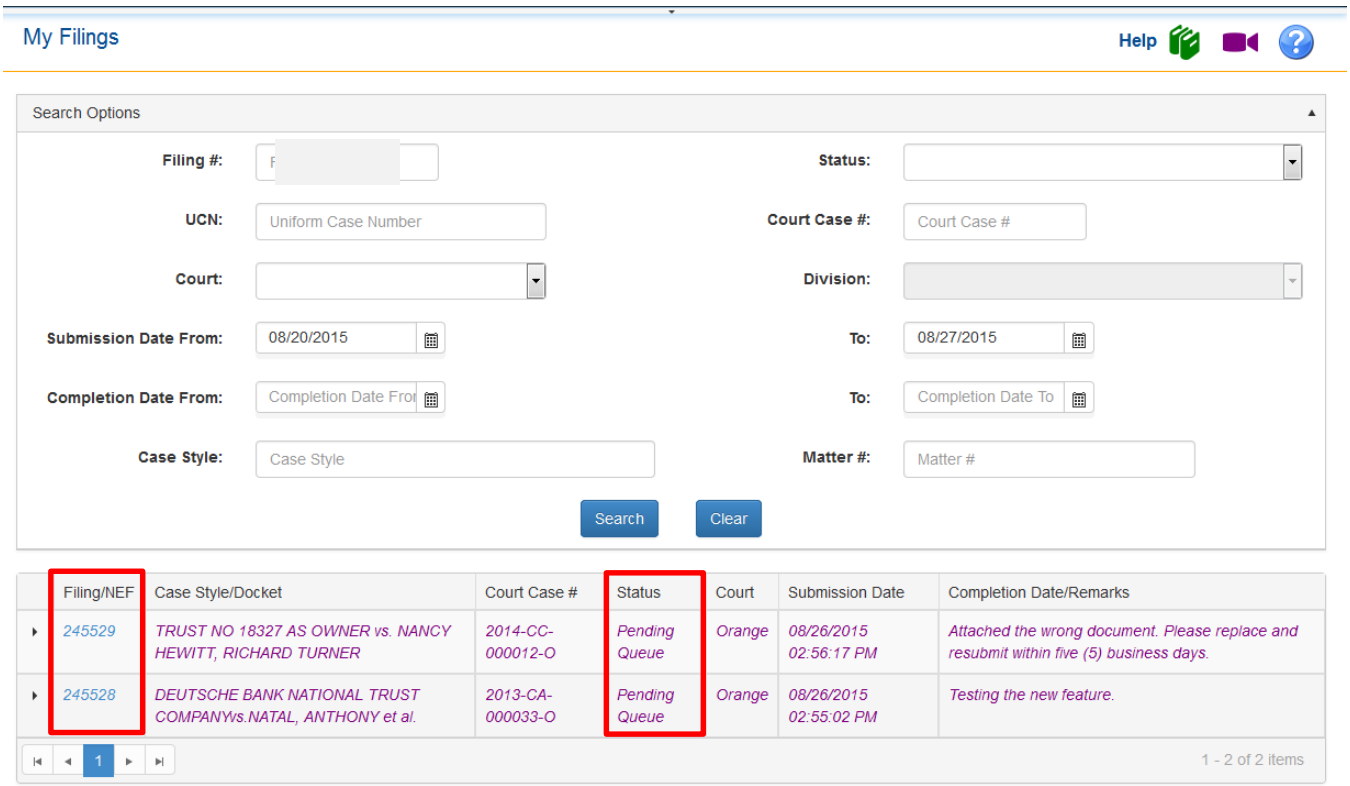




Note: If an E-Filer deletes an email from their email client, the email still remains in this Email Log for 90 days.

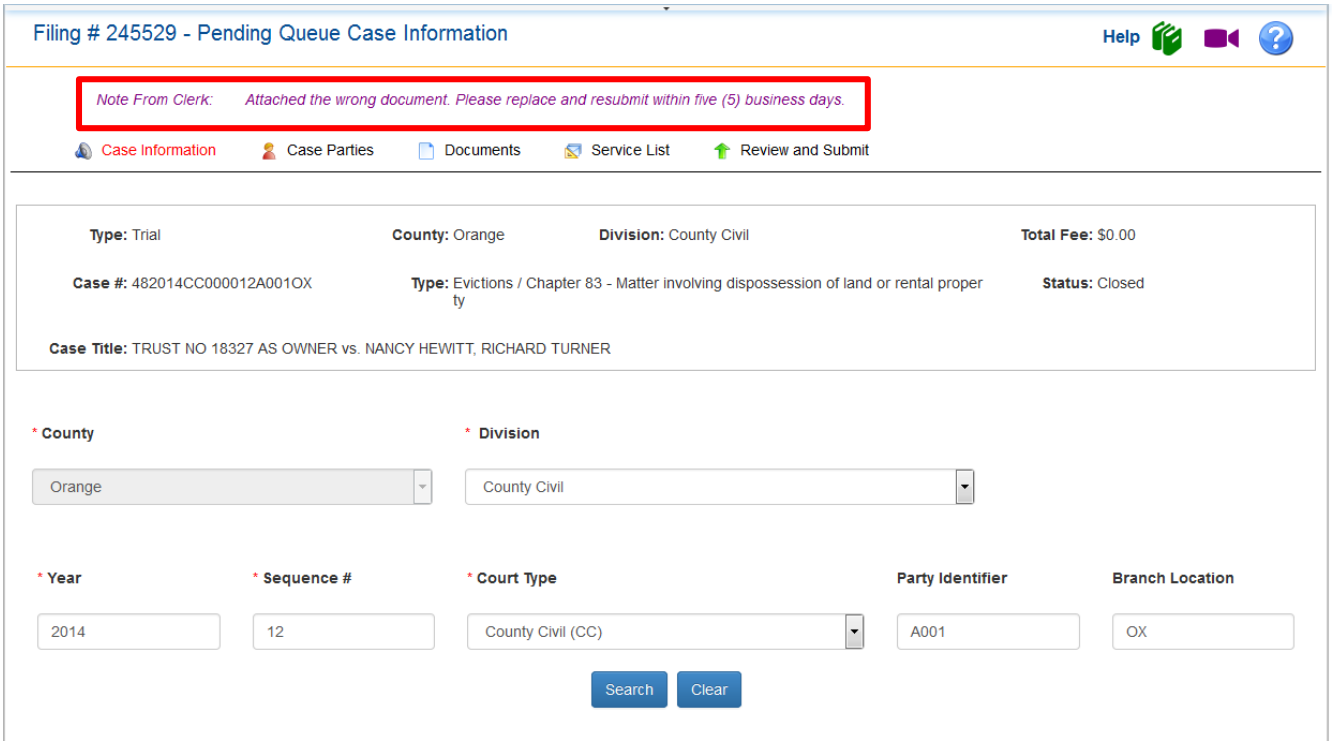
Working Filings in the Pending Queue

When filings require correction by the filer, they are moved to a Pending Queue by the Clerk's office. Remarks will be shown in **My Filings** and the filer is notified of the specific issue by email notification as well.



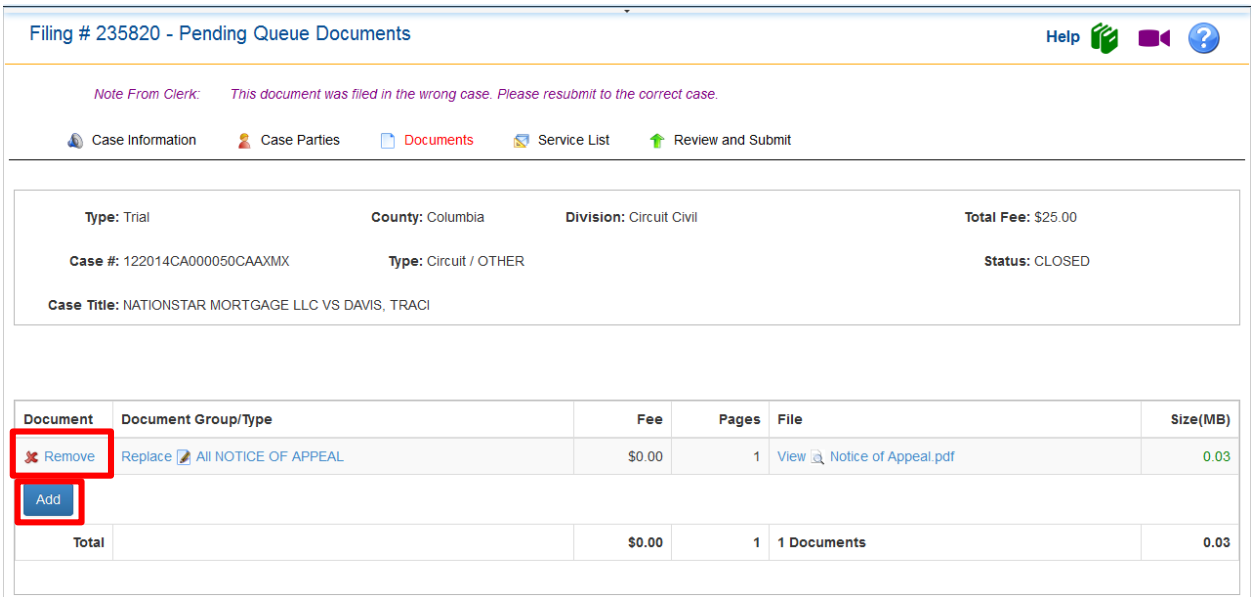
The E-Filer will see the Filing # is hyperlinked. Click the link to open the filing and make corrections. All filings sent to the Pending Queue for correction must be corrected by the E-Filer and resubmitted to the Clerk's office within five (5) business days as specified in AO-09-30. The 'Note From Clerk' is also displayed advising of the document deficiency.

When you log in to the Portal, you will go to the My Alerts page if there are any Alerts pending for you the E-Filer. This will allow you to correct the deficiency and resubmit the filing. Once all of your Alerts have been cleared, you will then be taken to the E-Filing Map when you enter the Portal until another Alert is received.

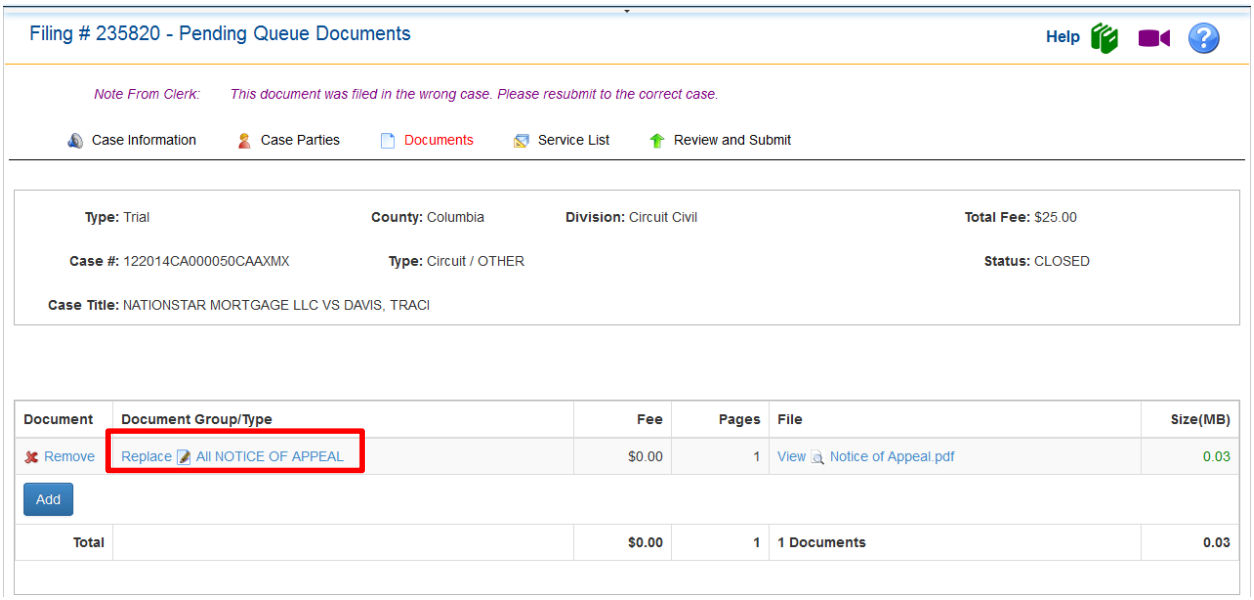


Portal Time Stamp

If there is an issue with the document and you ***remove*** or ***add*** documents to the filing, you will receive a new file stamp date and time for the submission.

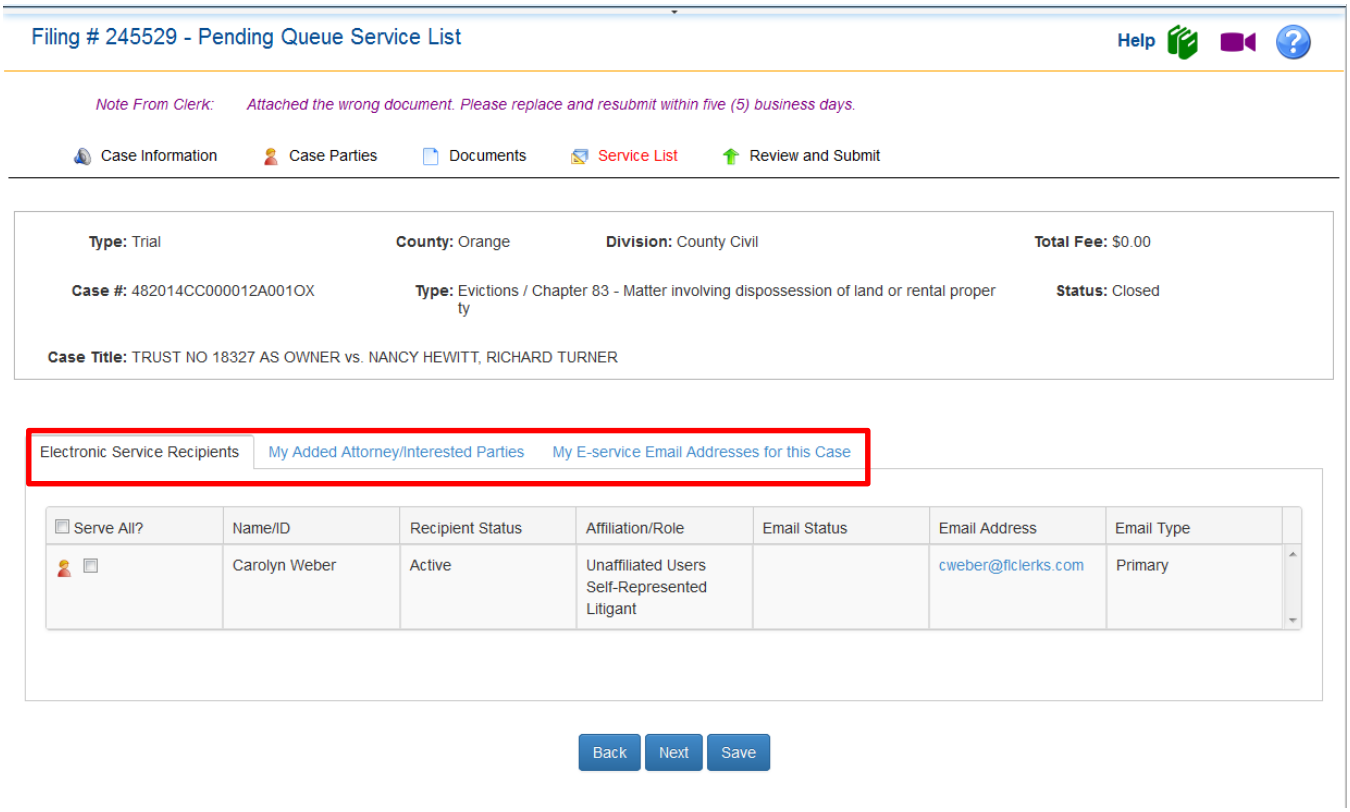


If you **replace** the document, the official file stamp date and time will remain the same as when originally filed. **If you remove the document and add a new document, the official file stamp date and time will be the current date.**



E-service Page

Next you come to the **ServiceList** tab. Complete the E-service List for this case by checking every person on the list that you wish to serve. You may also place a check in the box next to the word **Serve All?** at the top of the column to automatically check everyone on the E-Service List. Specify your email address at which to receive E-service for this case.

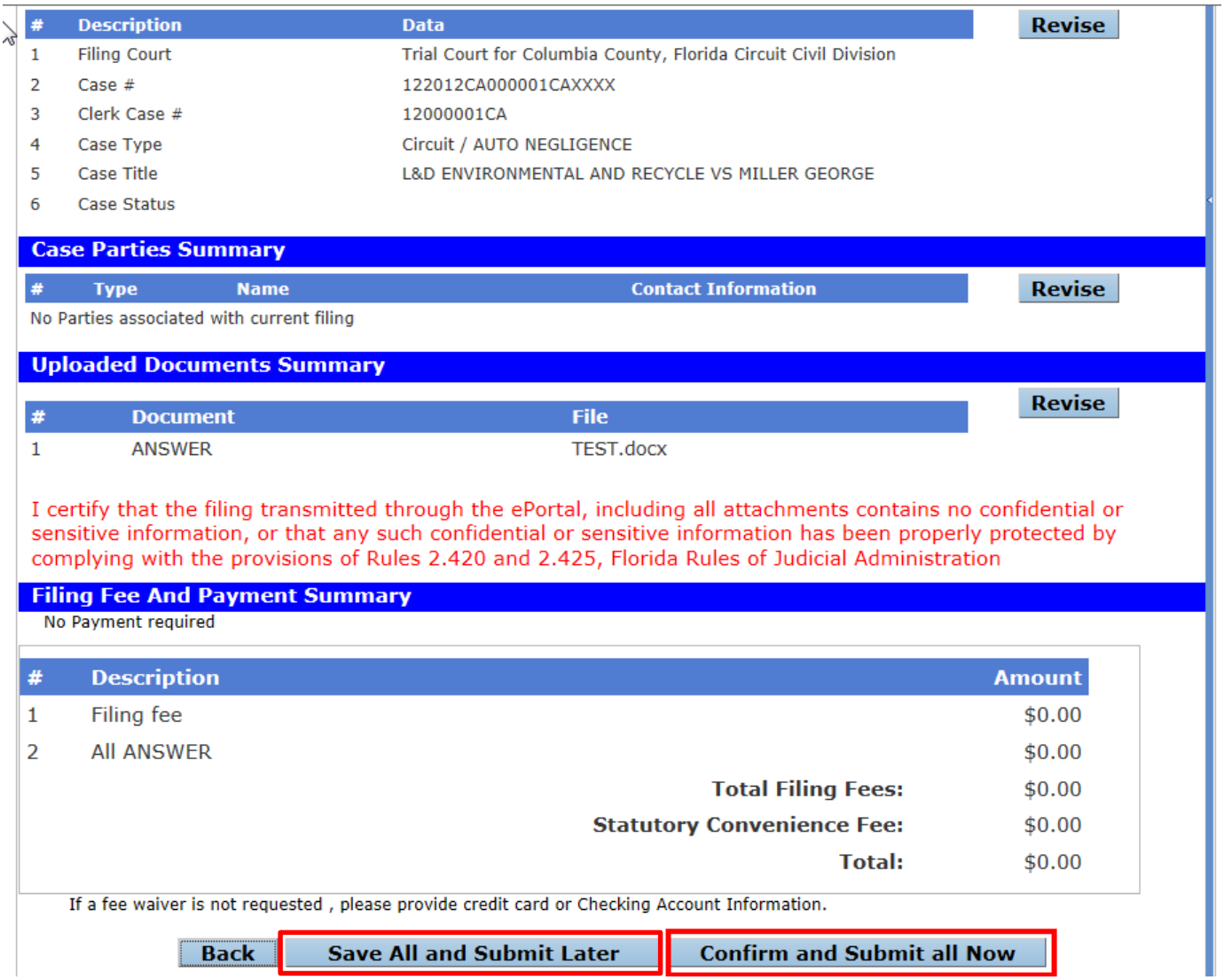


Review and Submit

After the **Service List** page you will come to the **Review and Submit** page. If your filing is a new case you will have to resubmit your payment. Your first payment will not be charged to your account. When you submission was returned to the Pending Queue, the authorization was lifted from the credit card. Therefore, you will need to enter the payment information again.

After the document has been updated and is ready for resubmission, check your filing on the review and submit page.

You may save your work on your corrected filing by selecting '**Select All and Submit Later**'. When you are ready to submit, go to your My Filings page and select the filing id. The status will remain 'Pending Queue' until it is resubmitted.



#	Description	Data	Revise
1	Filing Court	Trial Court for Columbia County, Florida Circuit Civil Division	
2	Case #	122012CA000001CAXXXX	
3	Clerk Case #	12000001CA	
4	Case Type	Circuit / AUTO NEGLIGENCE	
5	Case Title	L&D ENVIRONMENTAL AND RECYCLE VS MILLER GEORGE	
6	Case Status		

Case Parties Summary

#	Type	Name	Contact Information	Revise

No Parties associated with current filing

Uploaded Documents Summary

#	Document	File	Revise
1	ANSWER	TEST.docx	

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Filing Fee And Payment Summary

No Payment required

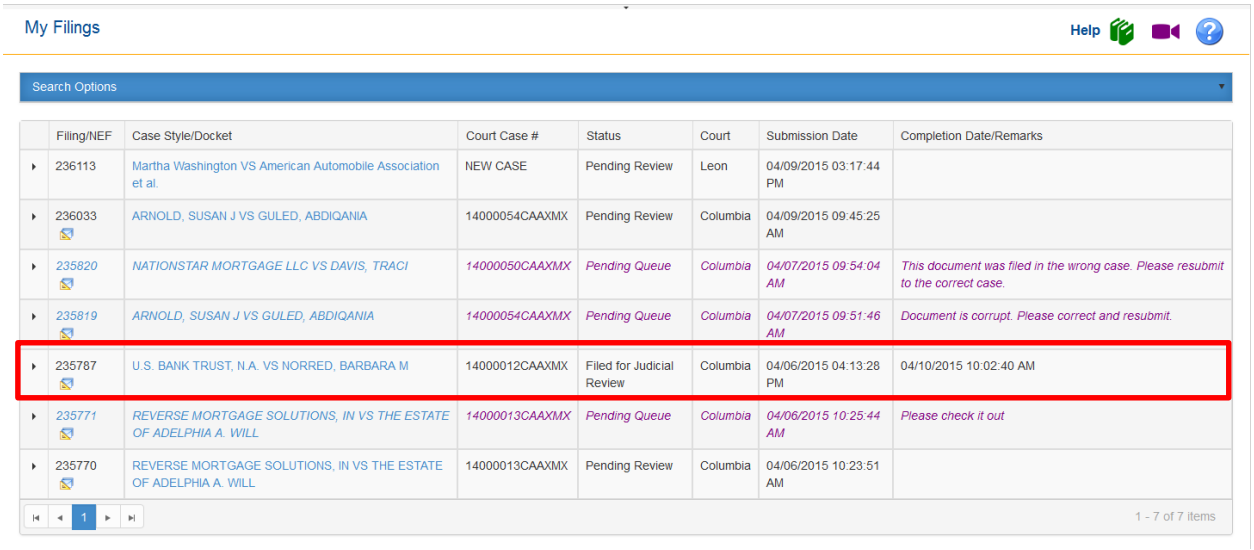
#	Description	Amount
1	Filing fee	$0.00
2	All ANSWER	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

If a fee waiver is not requested , please provide credit card or Checking Account Information.

Back | Save All and Submit Later | Confirm and Submit all Now

Filed For Judicial Review

If a document that has been moved to Pending Queue has not been corrected within five (5) business days, the county has the ability to move the filing to Judicial Review. Once a document has been moved to Judicial Review, no updates/corrections can be made on the Portal.



Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
236113	Martha Washington VS American Automobile Association et al.	NEW CASE	Pending Review	Leon	04/09/2015 03:17:44 PM	
236033	ARNOLD, SUSAN J VS GULED, ABDIQANIA	14000054CAAXMX	Pending Review	Columbia	04/09/2015 09:45:25 AM	
235820	*NATIONSTAR MORTGAGE LLC VS DAVIS, TRACI*	*14000050CAAXMX*	*Pending Queue*	*Columbia*	*04/07/2015 09:54:04 AM*	*This document was filed in the wrong case. Please resubmit to the correct case.*
235819	*ARNOLD, SUSAN J VS GULED, ABDIQANIA*	*14000054CAAXMX*	*Pending Queue*	*Columbia*	*04/07/2015 09:51:46 AM*	*Document is corrupt. Please correct and resubmit.*
235787	U.S. BANK TRUST, N.A. VS NORRED, BARBARA M	14000012CAAXMX	Filed for Judicial Review	Columbia	04/06/2015 04:13:28 PM	04/10/2015 10:02:40 AM
235771	*REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL*	*14000013CAAXMX*	*Pending Queue*	*Columbia*	*04/06/2015 10:25:44 AM*	*Please check it out*
235770	REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL	14000013CAAXMX	Pending Review	Columbia	04/06/2015 10:23:51 AM	

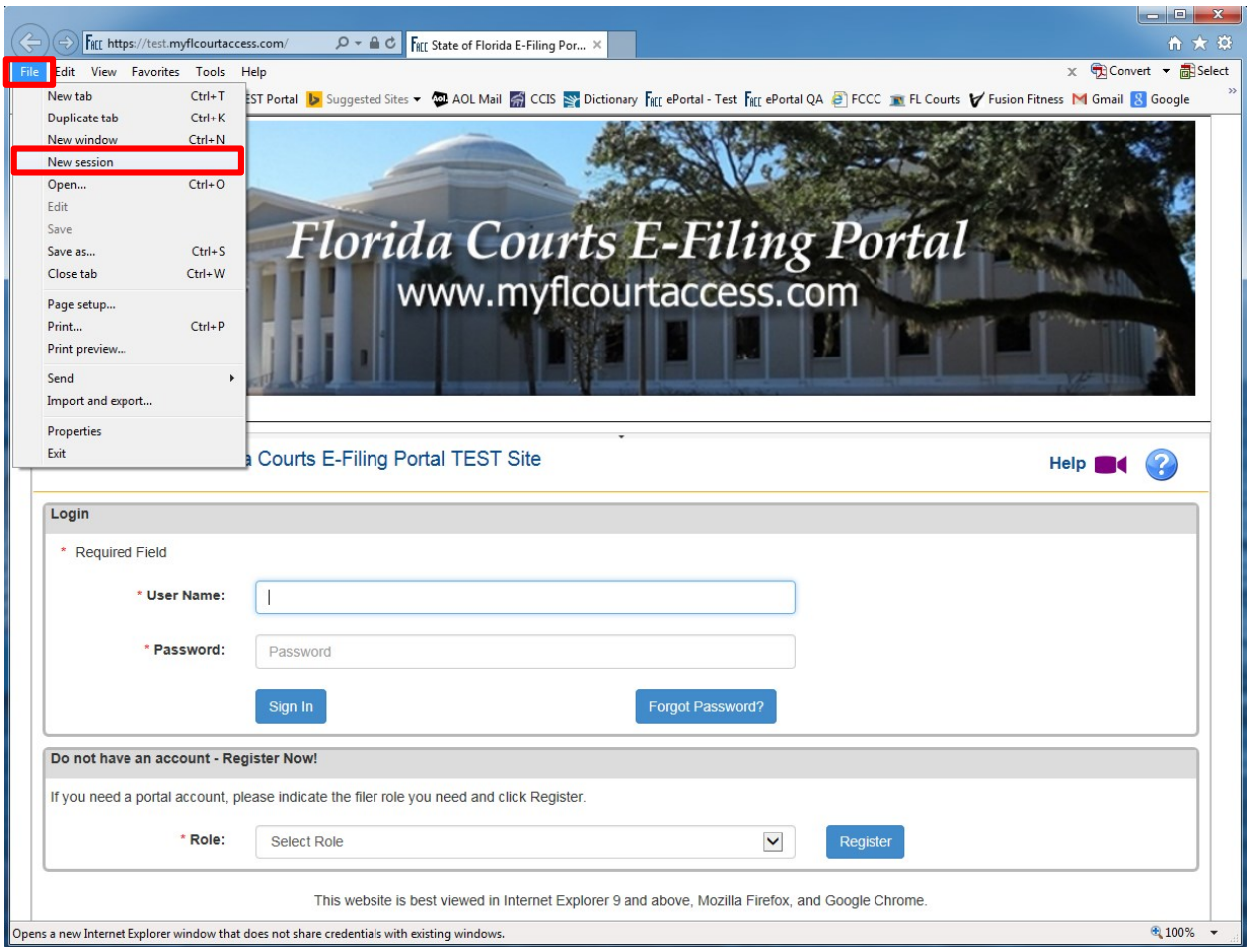
1 - 7 of 7 items

Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Documents Filed Through the Portal

The following guidelines as defined in Rules of Judicial Administration 2.520 should be followed in preparing documents that will be attached to Portal filings:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is prohibited
- Documents shall be filed in a format capable of being electronically searched and printed such as a Word document or a PDF document
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents should be filed
- OCR scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process

- Deviation from these guidelines may result in the submitted filing being moved to the Pending Queue by the Clerk with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

Electronic Submission of Documents Outside the Portal

- For documents that exceed the 25MB file size limit or whose dimensions exceed the 8 ½ by 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399. Questions regarding submitting documents outside the Portal should be directed to your local Clerk's Office.

Original Documents

- Documents that must be maintained in original form shall be electronically filed through the Portal to create the case but must then be deposited with the Clerk and maintained for safekeeping as defined in SC11-399. Examples include but are not limited to wills, codicils, deeds, verified and sworn documents, original paper judgments and sentences, etc., Questions regarding original documents should be directed to your local Clerk's Office.